UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

JAN 2 1962

MEMORANDUM NO. 1482

Manpower Utilization

President Kennedy has called for a major effort to achieve increased productivity and efficiency. This effort requires better techniques of organization, management, and production.

Each program must be organized properly and its work scientifically planned. Each activity must be staffed with no more than the minimum number of employees needed to carry out its objectives. Each employee must have skills which fit the requirements of his job. Space and facilities must be conducive to productivity and good morale.

All levels of supervision, as well as all individual employees, must be drawn into participation in this effort to most effectively utilize our manpower. Their suggestions and cooperation should be solicited and welcomed.

The supervisor manages the work of people under his supervision. He has an inherent and important responsibility for seeing that all human resources available to him are appropriately utilized in order to achieve program objectives most efficiently. The supervisor also has a responsibility for requesting assistance, as necessary, from appropriate staff offices which have specialized responsibilities for manpower utilization.

The employee performs work. He has a responsibility not only to perform efficiently but also to bring to the attention of his supervisor what he believes to be inefficient utilization of his skills and abilities or inefficient office practices.

Planning and control of manpower utilization efforts within the Department require a knowledge of the placement of responsibilities for specific aspects of this important function, and these responsibilities are outlined in this memorandum.

The Administrative Assistant Secretary is responsible for stimulating, coordinating, and reporting upon effective manpower utilization programs within the Department.

The Office of Budget and Finance is responsible for providing leadership in connection with budgetary reviews, and for conducting budget and fiscal examinations, to assure that insofar as practicable staffing of activities is kept to the minimum necessary to accomplish the job. This Office, in cooperation with the agencies, is also responsible for seeing that examples

ORGANIZATION 2

of inefficient or improper utilization of manpower which are disclosed in internal audit reports are promptly reported to management so that corrective action can be taken.

The Office of Personnel is responsible for providing leadership to see that the organizational distribution of responsibilities and lines of reporting are compatible with effective use of manpower; that the kinds of skills recruited to carry out the work in Agriculture are related to the job requirements; that these kinds of skills are effectively utilized by supervisory personnel at levels commensurate with pay; and that the potential capabilities of employees are fully developed through training and related programs from the standpoint of contributing most effectively to program implementation.

The Office of Plant and Operations is responsible for providing leadership to assure the most effective practicable space and facilities in order that the workforce may function most effectively in carrying out individual assignments.

The Office of Management Appraisal and Systems Development provides leadership to assure that the most efficient systems and methods practicable are developed throughout the Department from the standpoint of economic and efficient utilization of manpower. Through direction and coordination of general management surveys, the Office will provide identification and analysis of problems relating to manpower utilization.

The various agencies of the Department are responsible for specifying, within their official organization charts, areas of accountability for all aspects of effective manpower utilization and for vigorously implementing programs to assure such utilization.

The Civil Service Commission conducts an intensive program of inspecting offices throughout government in order to determine the extent to which effective manpower utilization techniques exist. The Commission inspectors are presently developing answers to the following types of questions:

1. What policies and instructions has the establishment received from higher authority to guide local action with respect to better manpower utilization?

2. How does the establishment determine its specific manpower requirements and avoid overstaffing or understaffing?

3. What methods has it established to review utilization of its workforce?

4. What efforts has it made to review areas of personnel management susceptible to local control - employee turnover, use of overtime, absenteeism, lost time from accidents, and so on?

5. What significant achievements in conserving manpower within the past two years can be cited?

6. What changes have occurred in the activity's staffing pattern within the past two years?

7. What is the activity doing to insure sound personnel management through the careful selection and appropriate training of persons engaged in the personnel management program?

I am requesting as a minimum, that each agency in the Department take positive steps to implement programs implied as significant by the above questions.

Orville L. Freeman

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

March 20, 1962

SECRETARY'S MEMORANDUM NO. 1482, SUPPLEMENT 1

Manpower Utilization

In order to achieve desirable accomplishments in a program of improved manpower utilization, we expect agency heads to keep employment levels to a minimum consistent with meeting program objectives. The supervisor at each level in any organization is the key to successful operation of the program. Responsibility for action and accountability for results are inherent in his assignment. Agency heads should determine that aids and assistance are supplied to all levels so that supervisors can take command and manage their operation.

For supervisors to properly carry out this key role in manpower utilization they must among other things:

1. Be familiar with the assignments to their unit;

2. Have a plan for reaching the goals and objectives of their assignments;

3. Be familiar with the kinds and numbers of people needed to do the job;

4. Be able to stimulate their staff to high morale and create an effective work force;

5. Be alert to adjust promptly to program changes and budget adjustments;

6. Continuously seek new and improved methods or operation and not perpetuate the status quo;

7. Challenge the need for staff at each opportunity brought about by attrition or other adjustments.

Supervisors who function properly in these areas of administration will create a built-in system of management controls which should result in more effective control on employment of personnel and other types of expenditure.

Secretary's Memorandum No. 1418, dated July 31, 1957, and No. 1418, Supplement 1, ~~is~~ are hereby superseded.

Joseph M. Robertson
Administrative Assistant Secretary

ORGANIZATION 3

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

12-29-62

SECRETARY'S MEMORANDUM NO. 1483 ~~1482~~

Stabilization Advisory Committee on Potatoes

Development of programs to facilitate supply adjustment and economic stability for potato producers is of immediate concern to the potato industry and the Department of Agriculture. An adequate supply of potatoes at fair prices to producers and reasonable costs to consumers is clearly in the public interest.

In response to a request from major segments of the potato industry, and in order to effectuate the purposes of the Agricultural Marketing Agreements Act of 1937, as amended, I am establishing an Advisory Committee on potatoes under the provisions of the Agricultural Act of 1961.

This Committee will meet with and advise the Department of Agriculture on needed legislation, possible national marketing agreements or orders for potatoes, and other matters connected with this commodity. The Committee will serve for an indefinite period at my discretion. Funds will be available for reimbursement of travel and other official expenses of committee members.

Chairman pro tem will be designated and a permanent chairman may be designated at a later date. Dr. James T. Ralph, Assistant Secretary, will be the official Department of Agriculture representative, and Mr. Frank W. Hussey, Deputy Administrator, ASCS, will be Deputy Department of Agriculture representative. Mr. Floyd F. Hedlund, Director, Fruit and Vegetable Division, AMS, will be the Executive Secretary, Mr. Richard E. Moody, ASCS, will be Deputy Executive Secretary, and Mr. Will M. Simmons, ERS, will be the Economic Advisor. Members of the Committee are:

Growth Through Agricultural Progress

COMMITTEES (Potato Advisory)

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

SECRETARY'S MEMORANDUM NO. [illegible]

Stabilization Advisory Committee on Potatoes

Development of programs to facilitate supply adjustment and economic stability for potato producers is of immediate concern to the potato industry and the Department of Agriculture. An adequate supply of potatoes at fair prices to producers and reasonable costs to consumers is clearly in the public interest.

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[illegible]

COMMITTEE

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

1484 12-29-61

SECRETARY'S MEMORANDUM NO. ~~1483~~

Stabilization Advisory Committee on Honey

Development of programs to facilitate market development, supply adjustment, and economic stability for honey producers is of immediate concern to the honey industry and the Department of Agriculture. An adequate supply of honey at fair prices to producers and reasonable costs to consumers is clearly in the public interest.

In response to a request from a major segment of the honey industry, and in order to effectuate the purposes of the Agricultural Act of 1961, I am establishing an Advisory Committee on Honey.

This committee will meet with and advise the Department of Agriculture on needed legislation to enable the honey industry to manage supplies, develop and stabilize markets, insure equitable producer returns and fair prices to consumers, and other matters connected with this commodity. The committee will serve for an indefinite period at my discretion. Funds will be available for reimbursement of travel and other official expenses of committee members.

The Chairman of the Committee will be designated at a later date. Dr. James T. Ralph, Assistant Secretary, will be the official Department of Agriculture representative and Emery E. Jacobs, Deputy Administrator, State and County Operations, ASCS, will be the Deputy Department of Agriculture representative. Russell L. Hawes, ASCS, will be the Executive Secretary, Miss Kathryn Cronister, ARS, will be the Deputy Executive Secretary, and Marvin W. Webster, AMS, will be the Economic Advisor. Members of the Committee are:

Orville L. Freeman

Growth Through Agricultural Progress

COMMITTEES (Honey Stabilization)

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

SECRETARY'S MEMORANDUM NO.

Stabilization Advisory Committee on Honey

Development of programs to facilitate market development, supply adjustment, and economic stability for honey producers is of immediate concern to the honey industry and the Department of Agriculture. An adequate supply of honey at fair prices to producers and reasonable costs to consumers is clearly in the public interest.

In response to a request from a major segment of the honey industry, and in order to effectuate the purposes of the Agricultural Act of 1949, I am establishing an Advisory Committee on Honey.

This committee will meet with and advise the Department of Agriculture on needed legislation to enable the honey industry to manage supplies, develop and stabilize markets, insure equitable producer returns and fair prices to consumers, and other matters connected with this commodity. The committee will serve for an indefinite period at my discretion. Funds will be available for reimbursement of travel and other official expenses of committee members.

The Chairman of the Committee will be designated at a later date. Dr. James T. Ralph, Assistant Secretary, will be the official Department of Agriculture representative and Emery E. Jacobs, Deputy Administrator, State and County Operations, ASCS, will be the Deputy Department of Agriculture representative. Russell L. Howes, ASCS, will be the Executive Secretary, Miss Kathryn Cronlater, ARS, will be the Deputy Executive Secretary, and Marvin W. Webster, AMS, will be the Economic Advisor. Members of the Committee are:

DEPARTMENT OF AGRICULTURE

OFFICE OF ASSISTANT SECRETARY

WASHINGTON 25, D. C.

February 20, 1962

SECRETARY'S MEMORANDUM NO. 1484 S-1

Stabilization Advisory Committee on Honey

At the request of the Committee, the Stabilization Advisory Committee on Honey, established on December 29, 1961, is hereby terminated.

Orville L. Freeman

SECRETARY

Growth Through Agricultural Progress

COMMITTEES (Honey Stabilization)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 5, 1962.

SECRETARY'S MEMORANDUM NO. 1485

Policy with Respect to Establishment of Credit Unions and Similar Types of Cooperatives

Rural credit unions have made material contributions to the capital and credit needs of many rural areas. Also, at the same time, the credit unions have provided a means of organized savings. Since the basic purpose of rural credit unions is to be of financial assistance to rural areas and since many of the economic development objectives of rural areas are dependent upon financial assistance, I am asking the Director of Agricultural Credit to take appropriate steps to assure the full utilization of the institution of rural credit unions in the rural areas development program.

Orville L. Freeman
SECRETARY

Growth Through Agricultural Progress

RURAL DEVELOPMENT

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 5, 1952.

SECRETARY'S MEMORANDUM NO. 1745

Policy with Respect to Establishment of Credit Unions and Similar Types of Cooperatives

Rural credit unions have made material contributions to the capital and credit needs of many rural areas. Also, at the same time, the credit unions have provided a means of organized savings. Since the basic purpose of rural credit unions is to be of financial assistance to rural areas and since many of the economic development objectives of rural areas are dependent upon financial assistance, I am asking the Director of Agricultural Credit to take appropriate steps to assure the full utilization of the institution of rural credit unions in the rural areas development program.

Orville L. Freeman
SECRETARY

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

JUL 2 7 1962

, 1962

SECRETARY'S MEMORANDUM NO. 1485, Revised

Policy with Respect to Credit Institutions in Rural Areas Development Program

Private credit institutions in rural areas provide needed financial resources for economic development. Many of the economic development objectives of rural areas are dependent upon additional capital, which must be obtained through credit. Appropriate steps shall therefore be taken to assure the full utilization of all types of private credit institutions, such as banks, insurance companies, credit unions and individual investors, as well as the various institutions of the cooperative farm credit system, in the rural areas development program.

Orville L. Freeman

RURAL DEVELOPMENT

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

1-18-62

SECRETARY'S MEMORANDUM No. 1486

~~MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES~~

Employee-Management Cooperation

(No. 10988, dated January 17, 1962)

The President has issued an Executive Order* in which he states the general policies which govern relations between management and employee organizations in the Federal Service. It is the purpose of this Memorandum to call your attention to the Order, to add my strong personal endorsement to it, and to initiate its implementation within the Department.

Employees have an obvious and proper interest in the terms of their employment and the conditions under which they work. Through their organizations they may contribute substantially to the formulation, improvement, and orderly administration of these matters which so vitally affect them. It is our firm intention and policy to cooperate with the representatives of employee organizations with the goal in mind of making the Department a model employer and providing the conditions under which each employee will strive to be a conscientious and efficient public servant.

It shall be a matter for decision by each individual whether he joins or refrains from joining an employee organization. His right freely to make this decision shall be respected and his status as a member or non-member shall not of itself be given any weight in official actions affecting him. Likewise, each employee shall be free to assist and actively participate in the affairs of an employee organization, provided there is no conflict of interest involved and the activity is otherwise proper.

There are many decisions to be made and procedures to be devised to implement the President's Order within the Department. I am asking the Director of Personnel to take the lead in doing this. He shall consult with the representatives of employee organizations in the formulation of these policies and procedures. Meanwhile, each agency head is requested to provide a copy of this Memorandum to each employee in his agency so that our employees generally may be informed of this new and significant development in employee-management cooperation.

Orville L. Freeman

*No. ~~January~~, 1962

Orville L. Freeman
SECRETARY

ORGANIZATION 3

Jan 26, 1962

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Stabilization and Conservation Service

PEANUT STABILIZATION ADVISORY COMMITTEE MEMBERS

Birdsong, Thomas H. III	(M)	206 Military Road Suffolk, (Virginia) (Va.)
Boyd, Cyril G.	(M)	P.O. Box 235 Newberry, (Florida) (Fla.)
Bynum, Cecil M.	(M)	Route A Pleasanton, (Texas)
Cannon, Joseph W.	(M)	806 14th Ave., East Cordele, (Georgia)
Cowan, Rupert E.	(M)	309 East Main Street Williamston, (North Carolina)
Cox, Charles K.	(A)	RFD 1 Camilla, (Georgia)
Culpepper, Perry M.	(A)	801 19th Ave. East Cordele, (Georgia)
Davis, George C.	(M)	Depot Street Arlington, (Georgia)
Freeman, George B.	(M)	4123 Durness Way Houston 25, (Texas)
Gilliam, John B. Jr.	(A)	104 East Pitt Street Windsor, (N. Carolina)
Glasscock, A. L.	(A)	Chuckatuck, (Virginia)
Grant, Marshall W.	(M)	RFD 1 Garysburg, (N. Carolina)
Haskins, John C.	(M)	1815 West Evergreen Durant, (Oklahoma)
Hunter, W. E.	(M)	Curtis Candy Company 3638 Broadway Chicago 13, (Ill.)
Kerron, William D.	(M)	East Star Route, Box 3 Portales, (New Mexico)
Knight, William C.	(A)	Route 1 Box 496 Suffolk, (Va.)

M--Member A--Alternate

Lee, Charles M.	(M)	Clio, Alabama
Maulldin, Leo L.	(A)	807 Cordele Road Sylvester, Georgia
McKemie, William J. Jr.	(M)	Coleman Georgia
~~McLamb, William I.~~	~~(A)~~	~~Clear Run~~ ~~Garland, North Carolina~~
Mechling, George W.	(M)	Route 1 Lazy M. Acres Lincoln, Nebraska
Mobley, James E.	(M)	Route 1 Shorterville, Alabama
Norman, Leon T.	(A)	Route 1 Norman Park, Georgia
Parrish, Roy E.	(M)	902 2nd Street S. E. Moultrie, Georgia
Paullin, William L.	(A)	Curry Heights Pelham, Georgia
Pope, Harvey G.	(A)	P. O. Box 246 Courtland, Virginia
Raley, Harold E.	(A)	Route 4, Box 144 Dothan, Alabama
Roberts, Jabus B.	(M)	900 North Cherokee Ave. Dothan, Alabama
Robinson, William A.	(M)	Route 1, Box 97 Skippers, Virginia
Sands, William H.	(A)	1722 West Main Street Durant, Oklahoma
Saunders, Banks B. Jr.	(A)	O'Brien Florida
Scott, Emmett B.	(M)	Route 1, Box 87 Binger, Oklahoma
Sessions, Horatio M.	(A)	100 Highland Drive Enterprise, Alabama
Singletary, Andrew J.	(M)	RFD # 2 Blakely, Georgia

Smith, William H. Jr.	(M)	Statesboro Georgia
Sugg, Joe S.	(M)	517 Shady Circle Drive Rocky Mount, North Carolina
Shepard, Paul W.	(M)	178 Kensington Road Garden City, L. I. New York
Turner, Joseph F. Sr.	(A)	Jackson North Carolina
Vaughan, Clyde C. Jr.	(A)	Box 266 Pearsall, Texas
Walker, Elvin A.	(M)	Route 1 De Leon, Texas
Warren, Duward B.	(A)	Route 1 Gorman, Texas
White, James L.	(M)	Elberon Virginia
Wylie, Thomas C.	(A)	602 West Main St. Ranger, Texas
Young, Edward J.	(A)	311 Cinderella Lane Dawson, Georgia

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

JPL

January 26, 1962

SECRETARY'S MEMORANDUM NO. 1487

Stabilization Advisory Committee on Peanuts

Development of programs to facilitate supply adjustment and economic stability for peanuts is of immediate concern to the peanut industry and the Department of Agriculture. An adequate supply of peanuts at fair prices to producers and reasonable costs to consumers is clearly in the public interest.

In response to a request from major segments of the peanut industry and in order to effectuate the purposes of the Agricultural Marketing Agreements Act of 1937, as amended, and the Agricultural Act of 1961, I am establishing an Advisory Committee on Peanuts under the provisions of the Agricultural Act of 1961.

This Committee will meet with and advise the Department of Agriculture on needed legislation, proposed marketing agreements or orders, and other matters connected with this commodity. The Committee will serve for an indefinite period at my discretion. Funds will be available for reimbursement of travel and other official expenses of committee members.

Dr. James T. Ralph, Assistant Secretary, will be the official Department of Agriculture representative, and Mr. James E. Thigpen, Director, Oils and Peanut Division, ASCS, will be the Deputy Department of Agriculture representative. Mr. Woodrow E. Jones, Chief, Commodity Programs Branch, Oils and Peanut Division, ASCS, will be the Executive Secretary. Mr. George Kromer, ERS, will be the Economic Advisor. Members of the Committee will be:

(M) and alternate (A) JPL

Orville L. Freeman
SECRETARY

Growth Through Agricultural Progress

COMMITTEES (Peanut Stabilization Advisory)

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

January 25, 1962

SECRETARY'S MEMORANDUM NO. 1777

Establishment Advisory Committee on Peanuts

Development of programs to facilitate supply adjustment and economic stability for peanuts is of immediate concern to the peanut industry and the Department of Agriculture. An adequate supply of peanuts at fair prices to producers and reasonable costs to consumers is clearly in the public interest.

In response to a request from major segments of the peanut industry and in order to effectuate the purposes of the Agricultural Marketing Agreements Act of 1937, as amended, and the Agricultural Act of 1961, I am establishing an Advisory Committee on Peanuts under the provisions of the Agricultural Act of 1961.

This Committee will meet with and advise the Department of Agriculture on needed legislation, proposed marketing agreements or orders, and other matters connected with this commodity. The Committee will serve for an indefinite period at my discretion. Funds will be available for reimbursement of travel and other official expenses of committee members.

Dr. James T. Ralph, Assistant Secretary, will be the official Department of Agriculture representative, and Mr. James E. Thigpen, Director, Oils and Peanut Division, ASCS, will be the Deputy Department of Agriculture representative. Mr. Woodrow E. Jones, Chief, Commodity Programs Branch, Oils and Peanut Division, ASCS, will be the Executive Secretary.

Mr. George Kromer, ERS, will be the Economic Advisor. Members of the Committee will be:

(Members attached (A))

Orville L. Freeman
SECRETARY

Cover Three Agricultural Programs

COMMITTEES

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

5/22/70

SECRETARY'S MEMORANDUM NO. 1487 RESCISSION

Stabilization Advisory Committee on Peanuts

This Committee was established on January 26, 1962. Extensions were approved at two-year intervals, to January 26, 1970 at which time the appointments of all members expired.

Secretary's Memorandum No. 1487 of January 26, 1962 is hereby rescinded.

Jal Famuliss
Asst. Sec. for Admin.

COMMITTEES (Peanuts Stabilization Adv.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

February 1, 1962

Secretary's MEMORANDUM NO. 1488

Cooperation With Soil and Water Conservation Districts

1. BACKGROUND. A thin layer of earth, a few inches of rain, and a blanket of air make human life possible. Sound public policy must assure that these essential resources will be available to provide adequately for our children and future generations.

The United States enjoys a situation that is rare in human history. Food is abundant. Soil resources are being managed effectively. At the same time these resources must be protected for future generations. Continued growth in population and in economic activity requires careful stewardship of our natural resources.

The expanding population and increasing industrial demands for water are rapidly focusing more and more attention on the need for water conservation. It will take careful conservation to make the supply go around for all that is used for our homes, farms, industries, recreation, and wildlife. The majority of the Nation's watershed lands are agricultural lands.

Three-fourths of the Nation's land area is in private ownership. Thus, most of our fresh water falls on privately owned farm, ranch, and forest land. How farmers, ranchers, and woodland owners deal with that vast land surface determines in large measure the quality and quantity of water that will be available for cities and industry as well as agriculture.

The agricultural and forestry lands, besides providing most of our food and water, also embrace most other renewable natural resources. Our game and fish resources depend heavily on the land and water that is in the custody of private landowners. These lands harbor most of the Nation's wildlife. Proper management of soil, water, and vegetative cover on agricultural and forestry land contributes to improved wildlife habitat and more abundant outdoor recreational opportunities for the entire population.

The public has a fundamental interest in careful management of the soil and water resources within the boundary lines of privately-owned land. The public shares in the responsibility for this stewardship under a wide variety of Federal and State authorities. Implementation of such Federal authorities is a major responsibility assigned to the U. S. Department of Agriculture. Activities of the U. S. Department of Agriculture in the development of the Nation's total land and water resources exceed those of any other Federal Department or agency. These activities are carried out through teamwork arrangements whereby Federal, State and local governments all play a role in helping the people who own and operate the land to protect and improve it.

2. LOCAL INITIATIVE AND LEADERSHIP. The primary responsibility for resource development and conservation rests with the people who own and operate the land. The U. S. Department of Agriculture provides its assistance to the people under arrangements which are designed to encourage leadership and initiative of local people.

The greatest conservation movement in history is taking place on the privately-owned land in the United States. A nation-wide resource development and conservation program on private lands has been accelerated during the past quarter century through soil conservation districts. The districts, organized under State enabling laws, stimulate local initiative and are governed by elected or appointed land owners and operators.

Since 1937 every State in the United States has enacted soil conservation district legislation under which private citizens are provided a better opportunity to exercise local initiative and responsibility for soil and water conservation and resource use. About one-third of the States have recently amended their enabling acts to incorporate "water" into the names of their local conservation districts.

There are in existence under these State laws some 2,900 local conservation districts organized through the democratic procedures of petition and referendum. They include 92 percent of the Nation's privately-owned agricultural and forestry land and 96 percent of the farms and ranches. They encompass a total area of 1,689,605,000 acres of land. Nearly 15,000 local citizens are members of the boards that govern these districts.

The State enabling laws provide for State Soil Conservation Committees (Boards or Commissions), the members of which are either named in the acts or are appointed by the Governor. As an agency of State government they guide the organization of districts and facilitate their functioning.

Each such district is legally responsible for initiating and carrying out a constructive program for resource use and conservation within its territory. Each district has a responsibility under State law for developing a district-wide conservation and resource-use program and for carrying it forward by helping private land owners and operators to plan, apply, and maintain technically sound conservation programs for their land.

Each district is autonomous and self-governed. It has authority to enter into working agreements and arrangements with any agency, governmental or otherwise, and with any person to carry out its program to accomplish its purpose.

Almost all watershed protection projects under the Watershed Protection and Flood Prevention Act have a soil conservation district as one of the sponsors. In such watershed protection projects, local people and organizations, both on the farm and in the towns and cities, team up with local, State, and Federal governments to share the cost and work out improvements to benefit them all.

3. COOPERATION. The Department of Agriculture cooperates with soil and water conservation districts by (1) entering into working agreements and other appropriate arrangements for providing assistance in carrying out their programs, (2) encouraging land owners and operators to cooperate with their local district, (3) encouraging local citizens to complete the organization of districts for the privately-owned land in the entire United States, and (4) providing assistance through research, education, technical assistance, cost-sharing, and credit, to individuals and groups of farmers, ranchers, and woodland owners to help them carry out their conservation programs. The Secretary of Agriculture has entered into a Basic Memorandum of Understanding with each district.

The Soil Conservation Service, under a Supplemental Memorandum of Understanding, channels most of its on-the-land assistance to farmers and ranchers through soil and water conservation districts.

The Forest Service has Supplemental Memorandums of Understanding with certain districts, especially where national forest land is intermingled with private land that needs to be planned and treated concurrently. The Forest Service also cooperates with State Forestry Departments in furthering improved management and production from farm forests. State foresters and State forestry organizations, in turn, make arrangements or enter into cooperative agreements with districts for assistance to private forest owners, in relation to forest production potentials, good land use, and economic farm management.

The Farmers Home Administration makes loans to eligible soil and water conservation districts to help them provide community facilities or services for soil and water conservation. It also makes or insures loans to individual cooperators and organized groups in districts to help them acquire or improve community facilities and apply conservation programs to their land.

The Agricultural Research Service and the Economic Research Service counsel and cooperate with soil conservation districts in soil and water research needs and activities.

The Cooperative State Experiment Station Service coordinates research among the State agricultural experiment stations and participates in coordinating research between the State stations and the Department, including that relating to soil and water conservation which is of special interest to the soil conservation districts.

The Federal Extension Service cooperates with Land Grant Colleges in furthering conservation and resource development education. State and county extension organizations, in turn, make appropriate arrangements for assistance to soil and water conservation districts.

The Agricultural Stabilization and Conservation Service offers Federal cost-sharing assistance for soil, water, woodland, and wildlife conservation practices available in every soil conservation district and other agricultural areas to help soil conservation district cooperators and other farmers, ranchers and woodland owners carry out their conservation programs. Agricultural Stabilization and Conservation county committees, in order to

assure the most effective use of available technical assistance and funds for cost-sharing, develop and administer the Agricultural Conservation Program in consultation with the soil conservation districts on the over-all conservation problems in the county and especially on the work plans of the district and of the Federal agencies involved.

The Office of Rural Areas Development provides leadership and initiative in the formulation of current and long-range policies and plans for carrying out the rural development programs of the Department which are designed and carried out by local leaders and assisted by Department agencies. Conservation becomes an important part of the over-all economic development of rural areas.

4. BROADENING CONSERVATION CONCEPT. Widespread public attention was attracted to the need for soil conservation on privately-owned lands largely as a result of dust storms in the Great Plains and gullying in the humid east in the early 1930's. Soil conservation programs authorized during this period had as a major objective overcoming this menace.

During the 1940's much progress was made through the evolution of the concept of soil and water conservation and the conservation objective. The objective of using each acre of agricultural land within its capabilities and the treatment of each acre in accordance with its needs for protection and improvement was evolved.

During the intervening years, it became recognized that soil and water management are inseparable and the soil and water conservation concept of leading conservationists has come to mean increasing agricultural income and efficiency through proper land use; protecting land against all forms of soil deterioration; rebuilding eroded and depleted soils; building up soil fertility; stabilizing critical runoff and sediment-producing areas; improving grasslands, woodlands and wildlife lands; conserving water for agricultural and municipal as well as other uses; proper agricultural drainage and irrigation; and reducing floodwater and sediment damage for benefits to the public as a whole.

The conservation concept must be broadened even further to meet the resource challenge of the 1960's.

Modern resource conservation includes the planning and treatment of complete watersheds as resource units. That job is to coordinate the management of crop, range, and forest lands, and the treatment of watercourses in the upper watersheds to minimize the damage of floods and sedimentation, and to improve the quality and regularity of water supplies. Soil and water management contributes to the rate of national economic growth, stimulates the economy of local communities, and contributes basically to the development of rural areas.

The motivation for modern conservation and wise resource management is derived from people. Conservation and resource-use programs are for people. They have far-reaching effects upon their prosperity--their jobs--their diets--their health--their recreation--their culture--and their lives.

5. MODERNIZING COOPERATIVE ARRANGEMENTS. The Secretary of Agriculture is authorized under the terms of various statutes administered by the Department to carry out a broad program of assistance to farmers, ranchers, and landowners, including soil and water conservation, watershed protection, flood prevention, farm forestry, and rural area development and encompassing research, education, technical assistance, cost-sharing and credit, for conserving and improving soil, water, plant, woodland, and wildlife resources and reducing damage by floods and sedimentation.

It is essential that the local-State-Federal cooperative arrangements for achieving soil and water conservation reflect the broadened conservation concept of building and improving resources.

The Basic Memorandum of Understanding currently in use with soil and water conservation districts was designed a generation ago and does not fully reflect modern conservation concepts and working arrangements. The purpose of this memorandum is to promulgate a modernized Basic Memorandum of Understanding to reflect the concepts of the sixties as an initial step in more effectively helping private landowners to move forward their soil and water conservation efforts.

6. ADMINISTRATIVE ACTION. The Secretary of Agriculture will enter into the revised Memorandum of Understanding with soil and water conservation districts as rapidly as possible and as desired by the districts. Attached hereto is a standard form of Memorandum of Understanding which is approved for this purpose. The revised Memorandum of Understanding will be executed by the Secretary, or his designee, with all newly formed soil and water conservation districts.

All agencies of the Department which provide assistance to soil and water conservation districts are hereby instructed to review their working agreements or other appropriate arrangements to insure a reflection of the broadened concepts of soil and water conservation.

Attachment

Orville L. Freeman

Secretary

MEMORANDUM OF UNDERSTANDING

between the

_____ SOIL (AND WATER) CONSERVATION DISTRICT

and the

UNITED STATES DEPARTMENT OF AGRICULTURE

This Memorandum of Understanding is between the _____ Soil (and Water) Conservation District, State of _____, hereinafter called the District, and the United States Department of Agriculture, hereinafter called the Department. It is effective on the date it is signed by or for the Secretary of Agriculture, and replaces any Memorandum of Understanding heretofore entered into between the District and the Department.

STATEMENT OF PURPOSE

The District has been organized pursuant to the Soil (and Water) Conservation Districts Law of _____ as a governmental subdivision of the State as evidenced by its certificate of due organization, a copy of which is attached or on file in the Department. It is prepared to exercise within its boundaries public powers as authorized by that law, as amended and supplemented.

The Secretary of Agriculture is authorized under the terms of various statutes administered by the Department to carry out a broad program of assistance to farmers, ranchers, and landowners including soil and water conservation, watershed protection, flood prevention, farm forestry, and rural areas development, and encompassing research, education, technical assistance, cost sharing and credit. This program may include cooperation with and assistance to soil (and water) conservation districts in conserving and improving soil, water, vegetative, wildlife, and related resources,

and in reducing damage by floods and sedimentation.

The District has adopted a program outlining in general its longtime soil and water conservation and resource-use objectives, a copy of which is attached or is on file in the Department. The District is engaged in carrying out this program. The District has available, or in the future may have, services, facilities, and funds from Federal, State, local and private sources for use in carrying on its work.

The District and the Department have the common objective of helping to bring about the use of each acre of agricultural and other land within the limits of its capabilities and the treatment of each acre in accordance with its needs for protection and improvement. Cooperation will be mutually helpful to the District and the Department in achieving this common objective. This Memorandum of Understanding establishes an enduring basis for such cooperation and assistance.

A. WHAT THE DEPARTMENT WILL DO

The Department will cooperate with and assist the District in carrying out its longtime soil and water conservation and resource-use program. Such assistance as is consistent with the Department's statutory authority and available resources will be provided through its various agencies in accordance with Departmental regulations. Such assistance will be made available through Supplements to this Memorandum of Understanding, or other appropriate arrangements, developed between the District and each agency of the Department cooperating with the District.

B. WHAT THE DISTRICT WILL DO

1. The District, upon request or upon its own initiative, will consult with and make recommendations to departmental agencies carrying on conservation work within the District, with respect to the development and

administration of conservation activities and the over-all conservation problems and work plans of the District, to best effectuate the purposes of those activities.

2. The District will prepare an annual work plan to serve as a guide in carrying out its program during the year ahead.

3. Where the aid to be furnished by the district to owners and operators of land in carrying out conservation and resource-use plans involves assistance provided the district by an agency of the Department, the District will enter into agreements with those owners and operators, fixing the responsibilities of the parties in carrying out those plans. The forms of such agreements are to be acceptable to the Departmental agency involved. Where assistance is limited to consultive type services, suitable informal arrangements rather than formal agreements are appropriate.

4. The District will be responsible for determining the kind, amount and priority of work to be performed by it on farms, ranches, and other land, and for seeing that the provisions of agreements it enters into with owners and operators of land are carried out.

5. The District will provide such funds, personal services, and facilities as it is able to obtain for carrying on its work.

6. The District will not charge for assistance made available by the Department and will conduct its work in such manner that cooperating land owners and operators, and the public generally will understand that any charges it may make are not for that assistance.

7. Within 60 days after the end of each calendar year, or of each fiscal year of the State, the District will submit to the Department of Agriculture, through the State Conservationist of the Soil Conservation Service, an annual report on the District's activities and accomplishments.

The District will send a copy of its annual report to each cooperating Departmental agency. The District will keep its records in such a way that the agencies of the Department cooperating with the District may obtain adequate information as to the District activities by examining these records.

8. The District will inform all cooperating agencies of the Department of any substantial changes in its longtime program in order to avoid possible misunderstandings in carrying out the District's work.

C. IT IS FURTHER UNDERSTOOD

1. Assistance supplied to the District by a Departmental agency will be furnished in accordance with the agency's applicable authorities and policies.

2. Any assistance in carrying on educational or farm forestry work made available to the District by Departmental agencies will be furnished in accordance with existing or future agreements between the Department or its agencies and State agencies.

3. This Memorandum shall not be construed to affect the jurisdiction of the Federal Government, or any agencies thereof, over Federally-owned land which may lie within the boundaries of the District.

4. Departmental agency personnel and facilities shall be under the administrative jurisdiction of the Departmental agency involved.

5. Any equipment and materials made available to the District by Departmental agencies shall be utilized by the District in accordance with an agreement entered into governing their use.

6. Personnel, facilities and funds available to the Districts from State, local and private sources shall be under the administrative jurisdiction of the District or of the cooperating State or local agency.

7. Neither the Department nor the District shall be bound by any obligation in this Memorandum or any Supplement thereto or other appropriate arrangements which will involve the expenditure of funds in excess of the amounts made available to it, or for a period in excess of that authorized by law.

8. All matters that may require administrative action or approval by any agency of the Department will be handled through the established administrative procedures of that agency and of the Department.

9. This Memorandum may be modified or terminated at any time by mutual consent of the parties hereto or may be terminated by either party alone by giving sixty (60) days' notice in writing to the other.

10. Any Supplemental Memorandum of Understanding or other appropriate arrangements now in effect between the District and an agency of the Department shall remain in full force and effect, and shall be subject to all of the provisions hereof.

_____ SOIL (AND WATER) CONSERVATION DISTRICT

By_____
Chairman, District Governing Body

The signing of this Memorandum of Understanding was authorized by a resolution of the District Governing Body adopted at a meeting held on _____, 19__.

_____
Secretary, District Governing Body

Date:_____, 19__.

UNITED STATES DEPARTMENT OF AGRICULTURE

By_____
Secretary of Agriculture

Date:_____, 19__.

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_____

By:_____

The signing of this Memorandum of Understanding was authorized by a resolution of the District Governing Body adopted at a meeting held on

_____, 19__.

_____

Secretary, District Governing Body

Date: _____, 19__.

UNITED STATES DEPARTMENT OF AGRICULTURE

By_____

Date: _____, 19__.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

2-1-62

1489

SECRETARY'S MEMORANDUM NO. ~~1382~~

Assignment of Defense Responsibilities in USDA

SECTION 1 - GENERAL

1. PURPOSE. This Memorandum outlines the defense responsibilities of the Department of Agriculture and the organization for carrying them out at the national, regional, State and county levels. It establishes responsibility for Departmental direction and coordination, and assigns major defense functions to USDA agencies doing related work, so as to build full capability into existing organization. Other defense assignments may be made from time to time. Defense responsibilities will be regarded as equal in importance to regular programs and activities.

2. SUMMARY OF USDA DEFENSE RESPONSIBILITIES. The Department of Agriculture has been delegated defense program responsibilities relating to:

   a. Processing, storage and distribution of food from the farm through the wholesaler level;

   b. Food production on farms;

   c. Domestic distribution of farm equipment and fertilizer;

   d. Use of facilities associated with food production, processing, storage and distribution and domestic distribution of farm equipment and fertilizer;

   e. Salvage of food and rehabilitation of food facilities;

   f. Stockpiling of food;

   g. Protection of crops, livestock, and products thereof from biological and chemical warfare;

   h. Purity and wholesomeness of livestock, meat and meat products, poultry and poultry products in establishments subject to USDA inspection and commodities owned by the Commodity Credit Corporation or the Secretary;

   i. Research on matters relating to defense;

   j. Defense information and education program;

NATIONAL DEFENSE

k. Emergency credit;

l. Rural fire defense and timber production, including production and utilization of forest products;

m. Emergency use of soils and water;

n. Agricultural statistics relating to defense;

o. Radiological defense for agricultural purposes;

p. Assessment of effects of attack on assigned resources;

q. Claiming manpower, equipment, supplies and services needed to support food and other program responsibilities;

r. Analyzing food requirements and supplies;

s. Cooperation with the Office of Emergency Planning on economic stabilization and rationing policies.

SECTION 2 - RESPONSIBILITIES AT NATIONAL HEADQUARTERS

3. DIRECTION, COORDINATION AND LIAISON.

a. The Special Assistant to the Secretary on Defense (referred to hereafter as Special Assistant) is responsible to the Secretary for directing the total defense planning program of USDA. This includes maintaining liaison with executive departments and the Congress with respect to policy matters, supervision and direction of USDA National, State and County Defense Boards and USDA Regional Liaison Representatives and providing policy guidance to USDA agencies in carrying out specific defense assignments. In an emergency, the Special Assistant would serve as a principal staff assistant to the Secretary for defense matters including estimating effects of the emergency and serving as claimant for requisites for the food and other USDA programs.

b. USDA National Defense Board. A USDA National Defense Board made up of the heads of agencies with major defense assignments has been established to provide help and counsel as may be required by the Special Assistant on Defense in directing and coordinating the defense work of the Department. This Board will also assume responsibilities of the former Secretary's Defense Policy Committee and in an emergency will advise the Secretary on defense matters. Members of the Board as heads of their agencies will be responsible for carrying out the pre-emergency defense planning and providing technical direction to agency representatives in the field as needed to carry out the Departmental program.

k. Emergency credit;

l. Rural fire defense and timber production, including production and utilization of forest products;

m. Emergency use of soils and water;

n. Agricultural stabilizing role relating to defense;

o. Medical/legal defense for agricultural purposes;

p. Assessment of effects of attack on national resources;

q. Obtaining manpower, equipment, supplies and services needed to support food and other program responsibilities;

r. Analyzing food requirements and supplies;

s. Cooperation with the Office of Emergency Planning on economic stabilization and rationing policies.

SECTION 2 - RESPONSIBILITIES AT NATIONAL HEADQUARTERS

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b. USDA National Defense Board. A USDA National Defense Board made up of the heads of agencies with major defense assignments has been established to provide help and counsel as may be required by the Special Assistant on Defense in directing and coordinating the defense work of the Department. This Board will also assume responsibilities of the Secretary's Defense Policy Committee and in an emergency will advise the Secretary on defense matters. Members of the Board as heads of their agencies will be responsible for carrying out the pre-emergency defense planning and providing technical direction to agency representatives in the field or needed to carry out the Department program.

4. AGRICULTURAL MARKETING SERVICE. The Agricultural Marketing Service is responsible for pre-emergency planning and emergency operations relating to management of food supplies from the time they leave the farm through the wholesaler level and covering:

a. Analysis of food processing, storage, and distribution capability;

b. Control and other actions relating to food processing, storage and distribution through the wholesaler level and the direct procurement of food as necessary under emergency conditions, including use of related facilities;

c. Market quality and transportation and facilities research on matters related to AMS defense responsibilities;

d. Salvage programs for food and rehabilitation of food facilities at and above the wholesale level except on farms;

e. Inspection and grading of agricultural commodities and inspection for purity and wholesomeness of poultry and poultry products in plants subject to USDA inspection;

f. Assistance to food processing, storage and distributing industries, including determination of their requirements for manpower, equipment, supplies, services and credit;

g. Claiming food for the civilian population;

h. Analyzing food requirements in relation to supply and recommending basic food allocations to major food claimants;

i. Advising the food industry of USDA plans for post-attack food management;

j. Radiological monitoring at assigned fixed monitoring stations and in poultry processing plants subject to AMS inspection and for agricultural commodities owned by the Commodity Credit Corporation or USDA (except those stored on farms, ranches, or at bin sites).

k. Planning and carrying out in the pre-emergency period programs relating to stockpiles of processed foods and the management of such stockpiles in the emergency period.

5. AGRICULTURAL RESEARCH SERVICE. The Agricultural Research Service is responsible for pre-emergency planning and emergency operations covering:

a. Defense against biological and chemical warfare in relation to crops, livestock and products thereof and determination of the extent and effects of biological and chemical warfare agents employed by the enemy on agriculture;

b. Inspection to insure the purity and wholesomeness of livestock, meat and meat products in slaughtering and processing plants subject to continuous inspection of ARS;

c. Research in support of defense planning and anticipated emergency operations except as noted under "Agricultural Marketing Service", "Economic Research Service", and"Forest Service".

d. Information and advice concerning equipment, chemicals and other requisites needed in support of the assigned activities.

The Agricultural Research Service is also responsible for pre-emergency planning and operations and emergency operations relating to organizing, equipping, and directing a system of radiological monitoring.

ARS is responsible for all administrative functions on behalf of the Secretary relating to radiological safety within the Department. The ARS arranges with the Office of Civil Defense of the Department of Defense for the acquisition, use, and disposition of monitoring equipment. ARS arranges with OCD and by other means for the training of instructors in the use of monitoring equipment; gives general assistance to agencies of the Department in the training of monitors; develops and formulates the guidelines for use in determining the most efficient rehabilitation of affected agricultural lands and commodities; and coordinates radiological training and research within the Department and with OCD.

The radiological monitoring system includes assignments of responsibility to ARS for manning assigned Federal fixed monitoring stations and for maintaining a capability to monitor at meat slaughtering and processing plants and stockyards subject to continuous ARS inspection.

6. AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE. The Agricultural Stabilization and Conservation Service is responsible for pre-emergency planning and emergency operations relating to production on farms of crops and livestock and the following related activities:

a. Production goals and food production program actions involving use of production facilities;

b. Programs for handling and storage of food on farms;

c. Assistance to farmers including determination of requirements for manpower, equipment, supplies and services, and administering actions relating to the domestic distribution of farm equipment, feed, seed, and fertilizer;

d. Developing a program for domestic distribution of farm equipment, feed, seed, and fertilizer including use of related facilities;

e. Programs for salvaging of food on farms and rehabilitation of facilities on farms and farm land;

f. Planning and carrying out in the pre-emergency period programs relating to the management and stockpiling of CCC-owned commodities.

The following additional functions will be performed by ASCS as a coordinating service for the Special Assistant:

g. Consolidation of all claims for manpower, equipment, supplies and services needed to support food and other program responsibilities of USDA and day-to-day contacts with resource agencies of Government;

h. Cooperation with the Office of Emergency Planning on economic stabilization and rationing policies;

i. Servicing USDA State and County Defense Boards and USDA Regional Liaison Representatives;

j. Coordinating activities relating to damage assessment and assessment of attack effects on food and related facilities and other resources that are USDA responsibilities;

k. On assignment, coordinate defense activities of agencies of USDA.

7. COOPERATIVE EXTENSION SERVICE. The Cooperative Extension Service is responsible for pre-emergency planning and operations and emergency operations covering:

   a. Information to farmers and the food industry concerning their role in an emergency and educational assistance in reducing vulnerability of homes, crops and livestock to either covert or overt attack;

   b. Maintaining close working relationships with civic organizations and other local groups and information media to obtain understanding and support of USDA defense activities and support of responsibility included in (a.) above;

   c. Information and education services essential to carrying out the defense programs of USDA;

   d. Information and education services essential to application of science and technology to meet emergency agricultural production goals.

8. ECONOMIC RESEARCH SERVICE. The Economic Research Service is responsible for conducting appropriate economic research to support defense planning and emergency operations. This will include analysis of food production resources and their capabilities and potential demand for food.

9. FARMERS HOME ADMINISTRATION. The Farmers Home Administration is responsible for pre-emergency planning and emergency operations covering:

   a. Emergency credit to farmers in support of the food production program;

   b. Technical assistance relating to guarantees and other credit arrangements for food processors and distributors in support of the food management program.

10. FOREIGN AGRICULTURAL SERVICE. The Foreign Agricultural Service is responsible for pre-emergency planning and emergency operations relating to:

    a. The acquiring and analysis of information related to food and agricultural commodities on a world-wide basis by commodities;

    b. In cooperation with the Department of State the assembling and analyses of food requirements for foreign allies and making recommendations regarding allocations;

    c. Export controls under the Export Control Act, and import controls of agricultural commodities;

    d. Support of the activities of international defense organizations, such as NATO and SEATO and their respective suborganizations concerned with food and agriculture whether carried on in this or other countries.

7. COOPERATIVE EXTENSION SERVICE. The Cooperative Extension Service is responsible for pre-emergency planning and operations and emergency operations overlap:

a. Information to farmers and the food industry concerning their role in an emergency and educational assistance in reducing vulnerability of income, crops and livestock to either overt and covert attack;

b. Maintaining close working relationships with civic organizations and other local groups and information media to obtain understanding and support of USDA defense activities and support of responsibility indicated in (a.) above;

c. Information and education services essential to carrying out the defense programs of USDA;

d. Information and education services essential to application of science and technology to meet emergency agricultural production goals.

8. HOUSEHOLD RESEARCH SERVICE. The Household Research Service is responsible for conducting appropriate economic research to support decisions planning and emergency operations. This will include analysis of food production resources and their capabilities and potential demand for food.

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a. Emergency credit to farmers in support of the food production program;

b. Technical assistance relating to guarantees and other credit arrangements for food processors and distributors in support of the food management program.

10. FOREIGN AGRICULTURAL SERVICE. The Foreign Agricultural Service is responsible for pre-emergency planning and emergency operations relating to:

a. The negotiation and analysis of information relating to food and agricultural commodities on a world-wide basis by commodities;

b. Is cooperation with the Department of State the assembling and analysis of food requirements for foreign allies and making recommendations regarding allocations;

c. Export controls under the Export Control Act, and import controls of agricultural commodities;

d. Support of the activities of international defense organizations, such as NATO and SEATO and their respective subordinate bodies concerned with food and agriculture wherever situated on its side or other countries.

11. FOREST SERVICE. The Forest Service is responsible for pre-emergency planning and emergency operations covering:

    a. Prevention and control of fires in rural areas caused by effects of enemy attack (in cooperation with State government and appropriate Federal agencies) and determining damage to National Forests and other forested areas resulting from enemy attack;

    b. Emergency protection, management, and utilization of National Forest timber, range, water, and related resources;

    c. Emergency production, availability and utilization of timber and timber products;

    d. Information and advice concerning equipment, manpower, fuels, chemicals, and other requisites needed for carrying out the assigned activities;

    e. Monitoring for fallout at designated fixed monitoring stations and on lands within National Forest boundaries and all State or privately owned forest and range land protected by the Forest Service under cooperative agreement;

    f. Research in support of defense planning and emergency operations relating to management, and utilization of forest resources and defense against rural land fires.

12. OFFICE OF BUDGET AND FINANCE. The Office of Budget and Finance is responsible for pre-emergency plans and emergency operations for the budgeting and financing of both administrative and program activities.

13. OFFICE OF GENERAL COUNSEL. The Office of General Counsel is responsible for advice and assistance on legal aspects of food orders, and other proposed defense actions in pre-emergency and emergency periods.

14. OFFICE OF INFORMATION. The Office of Information is responsible for defense information services at the national level in pre-emergency and emergency circumstances and for providing advice regarding proper use of informational media in the field.

15. OFFICE OF PERSONNEL. The Office of Personnel is responsible for pre-emergency planning and emergency activities relating to employee survival actions, assistance in staffing emergency groups within the Department and in developing procedures for recruiting and appointing personnel under post-attack conditions.

11. FOREST SERVICE. The Forest Service is responsible for pre-emergency planning and emergency operation covering:

a. Prevention and control of fires in rural areas covered by cellulose of study orders (in cooperation with State governments and appropriate federal agencies) and determining damage to National Forests and other forested areas resulting from enemy attacks;

b. Emergency protection, management, and utilization of National Forest timber, range, water, and related resources;

c. Emergency production, availability and utilization of timber and timber products;

d. Information and advice concerning equipment, manpower, fuels, chemicals, and other requisites needed for carrying out the assigned activities;

e. Training for field out at designated fixed monitoring stations and on lands within National Forest boundaries and all fronts or privately owned forest and range land protected by the Forest Service under cooperative agreement;

f. Research in support of defense planning and emergency operations including to management, and utilization of forest resources and defense against rural land fires.

12. OFFICE OF BUDGET AND FINANCE. The Office of Budget and Finance is responsible for pre-emergency plans and emergency operations for the budgeting and financing of both administrative and program activities.

13. OFFICE OF GENERAL COUNSEL. The Office of General Counsel is responsible for review and preparation on legal aspects of land orders, and other proposed defense actions in pre-emergency and emergency periods.

14. OFFICE OF INFORMATION. The Office of Information is responsible for defense information services at the national level in pre-emergency and emergency circumstances and for providing advice regarding proper use of informational media in the field.

15. OFFICE OF PERSONNEL. The Office of Personnel is responsible for pre-emergency planning and emergency authorities relating to employee personnel actions, overseeing an overall emergency program within the Department and in developing procedures for recruiting and appointing personnel under post-attack conditions.

16. OFFICE OF PLANT AND OPERATIONS. The Office of Plant and Operations is responsible for pre-emergency planning and emergency activities relating to office space for employees, office equipment and supplies, reproduction of material, coordination of employee transportation, communications and other administrative services essential under emergency conditions.

17. SOIL CONSERVATION SERVICE. The Soil Conservation Service is responsible for pre-emergency planning and emergency operations relating to effects of fallout on land use, and the availability and proper use of soils and water under emergency conditions. SCS will also monitor fallout at designated fixed monitoring stations and make necessary plans to monitor agricultural lands and water post attack and advise on safety for livestock. It will also make necessary plans for post-attack monitoring of farm commodities stored or harvestable on farms, ranches and at bin sites.

18. STATISTICAL REPORTING SERVICE. The Statistical Reporting Service is responsible for obtaining and supplying agricultural statistics necessary to support defense planning and emergency operations.

19. AGENCY COORDINATION, ORGANIZATION AND STAFFING.

a. Coordination. Each USDA agency or office with a defense assignment will coordinate its responsibility with related responsibilities of other USDA agencies or offices.

b. Emergency Organization and Staffing. The head of each agency or office given a defense assignment will consider the internal organization and staff which he would need in an emergency to carry out his assigned area of responsibility at the headquarters level. This organization will conform as nearly as possible to existing organization and existing organization units will be used whenever possible for defense planning.

c. Assistance to Agencies. Where existing units appear to be insufficient to carry out defense assignments, the responsible agency will work out arrangements for either setting up defense planning committees or utilizing staffs of other agencies to perform the necessary defense functions. The Special Assistant will continuously evaluate emergency functions of USDA agencies in order to determine priorities for emergency assignments to USDA personnel.

d. Approval of Emergency Organization Plans. When adaptations of current organization to meet an emergency have been worked out, they shall be submitted to the Special Assistant for approval.

SECTION 3 - RESPONSIBILITIES AT THE REGIONAL LEVEL

20. USDA Regional Liaison Representative and Staff. At the regional level, the USDA has eight Regional Liaison Representatives - one in each of the eight regions. Each RLR is assisted by representatives of the following agencies:

    a. Agricultural Marketing Service
    b. Agricultural Stabilization and Conservation Service
    c. Agricultural Research Service
    d. Cooperative Extension Service
    e. Farmers Home Administration
    f. Forest Service
    g. Soil Conservation Service

21. PRE-EMERGENCY PLANNING. Each USDA RLR is responsible for:

    a. Maintaining liaison with the Office of Emergency Planning, Department of Defense and other agencies of Government at the regional level;

    b. Keeping USDA representatives in the field and at national headquarters informed;

    c. Developing defense plans for carrying out assignments at the regional level;

    d. Assisting in servicing the Chairmen of USDA Defense Boards at the State level.

22. EMERGENCY RESPONSIBILITIES. In an emergency, each USDA RLR will be responsible to an appropriate official at the national level for:

    a. Liaison with DOD and other agencies of Government at the regional level;

    b. Claiming necessary manpower, equipment, supplies, and services needed to support essential USDA functions at the regional level;

    c. Keeping USDA representatives in the field and at national headquarters informed;

    d. Working with the Chairmen of USDA State Defense Boards.

    If communications with higher authority are cut off, each USDA RLR is responsible for providing policy direction for all USDA programs in his region until communications are restored. This includes policy direction to Chairmen of USDA State Defense Boards.

SECTION 4 - RESPONSIBILITIES AT THE STATE LEVEL

23. USDA STATE DEFENSE BOARDS. The USDA has a USDA State Defense Board in each State, plus one covering Puerto Rico and the Virgin Islands. Membership of each Board includes a representative of each of the following agencies:

a. Agricultural Marketing Service
b. Agricultural Stabilization and Conservation Service
c. Agricultural Research Service
d. Cooperative Extension Service
e. Farmers Home Administration
f. Forest Service
g. Soil Conservation Service
h. Statistical Reporting Service

Where there is a shortage of qualified personnel, agencies may arrange for personnel of other agencies to represent them on USDA State Defense Boards. If such an arrangement is needed, the National offices of the agencies involved shall be requested to approve the proposed assignments. The Chairman of the USDA State Defense Board is generally the ASCS State Executive Director, who also represents ASCS on the Board. The ASCS State Office will provide supporting services, such as typing, filing, reproduction and mailing for the Board.

24. PRE-EMERGENCY PLANNING. The Chairman of the USDA State Defense Board, under direction of the Special Assistant, is responsible for:

a. Maintaining liaison with the USDA RLR and State defense organization and other appropriate agencies and officials at the State level;

b. Developing with his State Board an adequate organization and staff to carry out USDA responsibilities at the State level in event of emergency;

c. Developing program plans at the State level covering assessment of attack effects; food requirements and allocations, claimancy for manpower, equipment, supplies and services;

d. Coordinating and guiding defense planning by representatives of each USDA agency at the State level in accordance with assignments listed in Section 2 above;

e. Supervising and directing defense planning by Chairmen of USDA Defense Boards at the county level;

f. Collecting and reporting data needed to support defense planning.

25. EMERGENCY RESPONSIBILITIES. In an emergency, the Chairman of the USDA State Defense Board will be responsible, under direction of an appropriate official at the national level, for administering all USDA programs at the State level. This will include:

a. Maintaining liaison with the USDA Regional Liaison Representatives, and representing USDA in relations with State government officials and with representatives of other appropriate agencies at the State level;

b. Obtaining attack data and coordinating assessment of effects of attack;

c. Determining food requirements and supply situation;

d. Claiming necessary manpower, equipment, supplies and services from control authorities;

e. Directing and coordinating activities of the various USDA agency representatives at the State level in accordance with assignments in Section 2 above;

f. Directing the activity of the Chairmen of the USDA County Defense Boards.

The Chairman will be assisted by other members of the Board and by the additional staff designated in the pre-emergency period. When communications with USDA national headquarters are cut off, the Chairman of the USDA State Defense Board will seek policy guidance from the RLR. Failing this, the Chairman of the USDA State Defense Board has authority to make all necessary program decisions.

SECTION 5 - RESPONSIBILITIES AT THE COUNTY LEVEL

26. USDA COUNTY DEFENSE BOARD. The USDA has a County Defense Board in each county, except for metropolitan areas or other special situations. Membership of each Board includes, where available, a representative of the following agencies:

a. Agricultural Stabilization and Conservation Service
b. Cooperative Extension Service
c. Farmers Home Administration
d. Soil Conservation Service

Where possible, representation from Agricultural Research Service and Forest Service will be provided. In a metropolitan area it will usually be possible for an AMS representative to serve on the Board. Where there is a shortage of qualified personnel, agencies may arrange for personnel of other agencies to represent them on USDA County Defense Boards. If such an arrangement is made, the Chairman of the USDA State Defense Board will be notified. Except in certain metropolitan areas or other special situations, the Chairman of the USDA County Defense Board is the ASCS County Office Manager, who also serves as ASCS representative on the Board. The ASCS county office will provide supporting services such as typing, filing, reproduction, and mailing for the Board.

27. PRE-EMERGENCY PLANNING. The Chairman of the USDA County Defense Board, under direction of the Chairman of the USDA State Defense Board, is responsible for:

a. Maintaining liaison with the county government defense organization and other officials in the county as necessary;

b. Developing with his County Board an adequate organization and staff to carry out USDA responsibilities at the county level in event of an emergency;

c. Developing program plans covering assessment of effects of attack, food requirements and supply analysis and claiming non-food requisites;

d. Coordinating and guiding the planning done by representatives of each USDA agency at the county level in accordance with assignments listed in Section 2 above.

e. Collecting and reporting data needed to support defense planning.

28. EMERGENCY RESPONSIBILITIES. In an emergency, the Chairman of the USDA County Defense Board will be responsible to the Chairman of the USDA State Defense Board for the following functions, when communications are intact:

a. Maintaining liaison with county government and other officials at the county level;

b. Obtaining attack information and coordinating assessment of effects of attack;

c. Coordinating development of food requirements and supply data;

d. Claiming non-food materials and manpower;

e. Directing and coordinating activities of USDA agency representatives in the county, in accordance with assignments listed in Section 2 above.

In an emergency, when communications with higher authority are cut off, the Chairman of the USDA County Defense Board has authority to make all necessary program decisions.

SECTION 6 - SUPERSEDENCE OF EXISTING DIRECTIVES

29. SUPERSEDED DOCUMENTS. This Memorandum supersedes and cancels the following documents:

a. Statement of June 1960 entitled "Defense Mobilization Planning to Assure Continuity of Essential Functions in Event of Civil Defense Emergency" and related Secretary's Memorandum No. 1443 of July 15, 1960;

b. Memorandum (classified) of December 1959 relating to assignments of defense responsibilities to officials of USDA at the national level;

c. Secretary's Memorandum 1346 of March 3, 1954 entitled "Assignment of Defense Mobilization Functions Within the U. S. Department of Agriculture and Related Delegations of Authority" and supplements to Secretary's Memorandum 1346;

d. Secretary's Memorandum No. 1350 of March 30, 1954 entitled "Activities Under the Federal Civil Defense Act of 1950 as Amended";

e. Secretary's Memorandum No. 1376 of April 20, 1955 entitled "Implementation of Defense Mobilization and Civil Defense Responsibilities" and its supplements;

f. Secretary's Memorandum No. 1427 of August 26, 1958 entitled "Liaison and Coordination of Defense and Civilian Mobilization Activities";

g. Secretary's Memorandum No. 1430 of May 22, 1959 entitled "Responsibilities for Radiological Monitoring";

h. Secretary's Memorandum No. 1437 of January 18, 1960 entitled "USDA Regional Liaison Representatives";

i. All USDA emergency organization charts (classified and otherwise) which were in existence prior to the date of this Memorandum.

30. REVIEW OF OTHER DOCUMENTS. Each official of USDA given responsibility by this Memorandum will examine the defense documents which he or his predecessor has issued. Any which are inconsistent with provisions of this Memorandum will be cancelled or updated.

Charles S Murphy

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of The Secretary
Washington 25, D. C.

February 7 1963

February , 1963

SECRETARY'S MEMORANDUM NO. 1489 (REVISED)

Assignment of Defense Responsibilities in USDA

SECTION 1 - GENERAL

1. PURPOSE. This Memorandum outlines the defense responsibilities of the Department of Agriculture and the organization for carrying them out at the national, regional, State and county levels. It establishes responsibility for Departmental direction and coordination, and assigns major defense functions to USDA agencies doing related work, so as to build full capability into existing organization. Other defense assignments may be made from time to time. Defense responsibilities will be regarded as equal in importance to regular programs and activities.

2. SUMMARY OF USDA DEFENSE RESPONSIBILITIES. The Department of Agriculture has been delegated defense program responsibilities relating to:

a. Processing, storage and distribution of food from the farm through the wholesaler level;

b. Food production on farms;

c. Domestic distribution of farm equipment and fertilizer;

d. Use of facilities associated with food production, processing, storage, and distribution and domestic distribution of farm equipment and fertilizer;

e. Salvage of food and rehabilitation of food facilities;

f. Stockpiling of food;

g. Protection of crops, livestock, and products thereof from biological and chemical warfare;

h. Purity and wholesomeness of livestock, meat and meat products, poultry and poultry products in establishments subject to USDA inspection and commodities owned by the Commodity Credit Corporation or the Secretary. This includes monitoring for fallout on such foods;

NATIONAL DEFENSE

i. Research on matters relating to defense;

j. Defense information and education program;

k. Emergency credit;

l. Rural fire defense and timber production, including production and utilization of forest products;

m. Emergency use of soils and water;

n. Agricultural statistics relating to defense;

o. Radiological defense for agricultural purposes;

p. Assessment of effects of attack on assigned resources;

q. Claiming manpower, equipment, supplies and services needed to support food and other program responsibilities;

r. Analyzing food requirements and supplies;

s. Cooperation with the Office of Emergency Planning on economic stabilization and rationing policies.

In addition, the Department carries out certain civil defense functions on contract for the Office of Civil Defense, Department of Defense.

SECTION 2 - RESPONSIBILITIES AT NATIONAL HEADQUARTERS

3. DIRECTION, COORDINATION AND LIAISON.

a. The Special Assistant to the Secretary on Defense (referred to hereafter as Special Assistant) is responsible to the Secretary for directing the total defense program of USDA. This includes maintaining liaison with executive departments and the Congress with respect to policy matters, supervision and direction of USDA National, State and County Defense Boards, the USDA defense representative at the regional level, the USDA part of the National Defense Executive Reserve Program, and providing policy guidance to USDA agencies in carrying out specific defense assignments. In an emergency, the Special Assistant would serve as a principal staff assistant to the Secretary for defense matters including estimating effects of the emergency and serving as claimant for requisites for the food and other USDA programs.

b. USDA National Defense Board. A USDA National Defense Board made up of the heads of agencies with major defense assignments

has been established to provide help and counsel as may be required by the Special Assistant ~~on Defense~~ in directing and coordinating the defense work of the Department. This Board will ~~also assume responsibilities of the former Secretary's Defense Policy Committee and in an emergency will~~ advise the Secretary on defense matters. Members of the Board as heads of their agencies will be responsible for carrying out the pre-emergency defense planning and providing technical direction to agency representatives in the field as needed to carry out their agency and the Departmental program.

4. AGRICULTURAL MARKETING SERVICE. The Agricultural Marketing Service is responsible for pre-emergency and emergency operations relating to management of food from the time it enters marketing channels until it ceases to be a USDA responsibility; Provided, however, that ASCS shall be responsible for seed and feed, and provided further that responsibility for grain and grain products shall be shared with the ASCS as follows: ASCS shall be responsible for the storage and movement of all grain in raw form including grain and grain products used for feed and seed. AMS shall determine civilian requirements for grain and will advise ASCS concerning movement of grain for processing into products for human consumption and shall be responsible for the processing, storage, and distribution of grain products for human consumption.

Subject to the above limitations, the AMS responsibilities include:

a. Emergency food orders and plans relating to food processing, storage, and distribution through the wholesaler level and the direct procurement of food as necessary under emergency conditions;

b. Analysis of food processing, storage, and distribution capability, and developing emergency programs as needed for these areas;

c. Programs for emergency salvage of food that is an AMS responsibility, and for the use and rehabilitation of food facilities for which AMS is assigned responsibility;

d. Programs to provide assistance to food processing, storage, and distribution industries and advising food industry groups of USDA plans for post-attack food management;

e. Determination of requirements of the food processing, storage, and distribution industries for non-food requisites, including manpower, equipment, supplies, services, and credit and reporting these requirements to the ASCS for consolidation with requirements submitted by other USDA agencies;

f. Development, in cooperation with ASCS, of plans for meeting emergency transportation needs of farmers and food handlers;

g. Presentation of claims for food for the civilian population to the Economic Research Service, ~~and the making of recommendations regarding allocations;~~

h. Cooperation with ERS in the development of recommendations concerning economic stabilization and rationing policies;

i. Inspection and grading of agricultural commodities and inspection to insure the purity and wholesomeness of poultry and poultry products in slaughtering and processing plants subject to continuous AMS inspection;

j. Maintenance of a capability for radiological monitoring of the poultry slaughtering and processing plants subject to continuous AMS inspection and for agricultural commodities (including grain) owned by the Commodity Credit Corporation or USDA (except those stored on farms, ranches, or at bin sites);

k. Development and management in the pre-emergency period of programs relating to stockpiles of processed foods and the management of such stockpiles in the emergency period. This includes cooperation with ASCS in rotation of CCC stocks of processed foods;

l. Designation and training of staff (including Executive Reservists) to carry out AMS emergency assignments;

m. Market quality and transportation and facilities research on matters related to AMS defense responsibilities.

5. AGRICULTURAL RESEARCH SERVICE. The Agricultural Research Service is responsible for pre-emergency and emergency operations covering:

a. Defense against biological and chemical warfare in relation to crops, livestock and products thereof and determination of the extent and effects of biological and chemical warfare agents employed by an enemy on agriculture;

b. Inspection to insure the purity and wholesomeness of livestock, meat and meat products in slaughtering and processing plants subject to continuous inspection of ARS;

c. Research in support of defense needs and anticipated emergency operations except as noted under "Agricultural Marketing Service", "Economic Research Service", "Forest Service", and the "Cooperative State Experiment Station Service";

d. Determination of requirements for and information and advice on equipment, chemicals and other requisites needed in support of the assigned activities;

e. Maintaining a capability for radiological monitoring at meat slaughtering and processing plants and stockyards subject to continuous ARS inspection;

f. Organization and direction of a system of radiological monitoring, including (1) arrangements with OCD-DOD for the acquisition, use, and disposition of monitoring equipment; (2) training of instructors in the use of monitoring equipment and general assistance to agencies of the Department in coordinating radiological training; and (3) development and

formulation of guidelines for use in determining the most efficient countermeasures for production, processing, and distribution of agricultural commodities. These guidelines are the results of research studies conducted in cooperation with other Federal departments, including the Department of Defense, the Atomic Energy Commission, and the Department of Health, Education and Welfare;

g. Administrative functions on behalf of the Secretary relating to radiological safety within the Department.

6. AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE. The Agricultural Stabilization and Conservation Service is responsible for pre-emergency and emergency operations relating to production of crops and livestock, and to the processing, storage, and distribution of feed and seed and to the domestic distribution of farm equipment and fertilizer. ASCS responsibilities include:

a. Production goals and food production program actions involving use of production facilities;

b. Assistance to farmers, grain storage industry, the domestic farm equipment and fertilizer distribution industries and the feed and seed industries including determination of requirements for manpower, equipment, supplies, and services;

c. Programs relating to the management and stockpiling of CCC-owned commodities. Such plans shall be coordinated with AMS stockpile management operations;

d. Programs for emergency period controls on feed and seed and on domestic distribution of farm equipment and fertilizer, and for advising industry of control plans;

e. Programs for salvaging of food and for use and rehabilitation of facilities within the areas of ASCS' assignment, and for farm land;

f. Programs for handling, storage and distribution of all grain prior to export, processing for human consumption or industrial use. Grain for livestock feed including mixed feed and grain for seed are assigned to ASCS at all levels;

g. Supplying ERS with information on livestock, feed, and seed requirements for food production purposes and on food production capabilities, based on known or assumed level of availability of essential production requisites;

h. Cooperation with ERS in developing recommended economic stabilization and rationing policies;

i. Designation and training of staff (including Executive Reservists) to carry out ASCS' emergency assignments;

The following additional functions will be performed by ASCS as a coordinating service for the Special Assistant:

j. Consolidation of all claims for manpower, equipment, supplies and services needed to support food and other program responsibilities of USDA. Supplying to AMS, ARS, ERS and FS information on availability of non-food requisites for the USDA programs;

k. Representing USDA at interagency meetings relative to defense, as designated or upon request;

l. Servicing of USDA State and County Defense Boards;

m. Developing a readiness of assigned USDA personnel to function as a USDA Regional Defense Board to provide policy direction if, in an emergency, USDA State Defense Boards are cut off from National direction; maintaining liaison with regional offices of OEP and OCD (DOD) and representatives of other Federal agencies at the regional level; ~~at all times;~~

n. Coordinating ~~of~~ activities relating to assessment of attack effects on food and related facilities and other resources that are USDA responsibilities and processing data from sources within USDA needed for defense;

o. Assembly of defense reports of various USDA agencies on defense activities, preparing defense reports for the Department and advising on the maintenance of records needed for emergency action.

7. COOPERATIVE EXTENSION SERVICE. The Cooperative Extension Service is responsible for pre-emergency and emergency operations through the State Extension Services covering:

a. Information to farmers, other rural people and individual members of the food industry concerning their role in an emergency and educational assistance in reducing vulnerability of homes, crops, livestock and forests to either covert or overt attack;

b. Maintaining close working relationships with ~~civic~~ organizations and ~~other local~~ groups serving the Community and information media to obtain understanding and support of USDA defense activities; ~~and support of responsibility included in (a) above;~~

c. Information and education services essential to carrying out the defense programs of USDA;

d. Information and education services essential to application of science and technology to meet emergency agricultural production goals;

e. Under delegation from the Office of Civil Defense, carrying out the rural shelter program.

8. COOPERATIVE STATE EXPERIMENT STATION SERVICE. The Cooperative State Experiment Station Service is responsible for utilizing the services of cooperating State agencies in carrying out the Department's emergency defense responsibilities. It shall also encourage

research by cooperating agencies to support the program of the U. S. Department of Agriculture and assure coordination of such work with the USDA defense program responsibilities.

9. ECONOMIC RESEARCH SERVICE. The Economic Research Service is responsible for conducting economic analyses and maintaining related economic data in support of defense programs and emergency operations, including current and projected supplies of and requirements for food and fiber, production capacity and adjustment potentials for food and fiber, and needs for and substitution possibilities for farm production goods and marketing services, both domestically and for foreign countries. Such data shall be developed cooperatively with the appropriate agencies of the Department.

The following functions shall be performed by ERS for the Special Assistant:

a. Maintaining a centralized system to provide intelligence currently on the agricultural and overall food situation and making appropriate projections based on such intelligence;

b. Recommending basic food allocations to major food claimants on the basis of ERS estimates of supplies and requirements, taking into consideration the claims and other data furnished by AMS, ASCS, FAS, and other Federal agencies with assigned food claimancy responsibilities;

c. Recommending economic stabilization and rationing policies after consultation with AMS, ASCS, and FAS on effects of proposed recommendations. Upon request, represent USDA at interagency meetings relative to these recommendations.

10. FARMERS HOME ADMINISTRATION. The Farmers Home Administration is responsible for pre-emergency and emergency operations covering:

a. Emergency credit to farmers in support of the food production program;

b. Technical assistance relating to guarantees and other credit arrangements for food processors and distributors in support of the food management program.

11. FOREIGN AGRICULTURAL SERVICE. The Foreign Agricultural Service is responsible for pre-emergency and emergency operations relating to:

a. Assistance to ERS in the acquiring and analysis of information related to food and agricultural commodities on a world-wide basis by commodities;

b. In cooperation with the Department of State, the assembling and analyses of food requirements for foreign allies and making recommendations regarding allocations;

c. In cooperation with the Canadian Government, assemble and present Canadian food requirements whenever food allocations are to be made;

d. Export controls under the Export Control Act, and import controls of agricultural commodities;

e. Support of the activities of international defense organizations, such as NATO and SEATO and their respective suborganizations concerned with food and agriculture whether carried on in this or other countries.

12. FOREST SERVICE. The Forest Service is responsible for pre-emergency and emergency operations covering:

a. Prevention and control of fires in rural areas caused by effects of enemy attack (in cooperation with State government and appropriate Federal agencies) and determining damage to National Forests and other forested areas resulting from enemy attack;

b. Emergency protection, management, and utilization of National Forest timber, range, water, and related resources;

c. Emergency production, availability and utilization of timber and timber products by agreement with the Department of Commerce which has primary responsibility under executive orders;

d. Determination of requirements for and information and advice on equipment, manpower, fuels, chemicals, and other requisites needed for carrying out the assigned activities;

e. Guidance and coordination of monitoring for rural fire control and operational monitoring on lands within National Forest boundaries and all State or privately owned forest and range land protected by the Forest Service under cooperative agreement;

f. Research in support of defense and emergency operations relating to management, ~~and~~ utilization of forest resources, and defense against rural land fires.

13. RURAL ELECTRIFICATION ADMINISTRATION. The Rural Electrification Administration is responsible for pre-emergency and emergency operations covering:

a. Emergency credit to REA-financed rural electrification and communications systems;

b. Technical assistance and advice on restoration of electric power and telephone service, and in meeting emergency conditions, including facilities protection; estimating electric power

requirements and supply capabilities of REA-financed systems; and preparation of plans to claim materials, manpower, equipment, supplies and services needed by REA-financed systems and to meet the requirements of their customers.

14. SOIL CONSERVATION SERVICE. The Soil Conservation Service is responsible for pre-emergency and emergency operations relating to:

a. Radiological monitoring of agricultural lands and water, farm commodities stored or harvestable on farms, ranches, and at bin sites, and advising on safety for livestock;

b. Providing technical assistance to farmers and others in the selection of land for food and fiber production; and use, conservation, disposal and control of water so as to assure adequate useable water and flood prevention.

15. STATISTICAL REPORTING SERVICE. The Statistical Reporting Service is responsible for obtaining and supplying agricultural statistics necessary to support defense planning and emergency operations. This shall include development of procedures for adapting available statistics to defense needs. SRS will represent ERS personnel located in the State on the State Defense Board and will be prepared to arrange for ERS participation in evaluating farm production problems and potential in a cut-off situation.

16. OFFICE OF BUDGET AND FINANCE. The Office of Budget and Finance is responsible for pre-emergency and emergency operations for the budgeting and financing of both administrative and program defense activities and for establishing budget and finance operations at USDA relocation sites.

17. OFFICE OF GENERAL COUNSEL. The Office of General Counsel is responsible for advice and assistance on legal aspects of food orders, and other proposed defense actions in pre-emergency and emergency periods.

18. OFFICE OF INFORMATION. The Office of Information is responsible for defense information services at the national level in pre-emergency and emergency circumstances and for providing assistance and advice regarding proper use of informational media in the field. It shall also determine and institute actions to obtain any additional informational materials not prepared by appropriate USDA agencies.

19. OFFICE OF PERSONNEL. The Office of Personnel is responsible for pre-emergency and emergency activities relating to personnel, including information to employees on safety and survival actions, assistance to other USDA agencies in staffing USDA emergency headquarters and in developing procedures for recruiting and appointing personnel under post-attack conditions and developing plans for safety of families of USDA personnel.

It shall, as a service to the Special Assistant, develop a training program and materials for the USDA unit of the National Defense Executive Reserve, keep such records as are needed and manage necessary personnel operations. It shall also coordinate executive reserve training programs of individual USDA agencies with the Departmental program.

20. OFFICE OF PLANT AND OPERATIONS. The Office of Plant and Operations is responsible for pre-emergency and emergency activities relating to alerting employees in event of an emergency, office space for employees, office equipment and supplies, reproduction of material, coordination of employee transportation, communications and other administrative services essential under emergency conditions.

21. AGENCY COORDINATION, ORGANIZATION AND STAFFING.

a. Coordination. Each USDA agency or office with a defense assignment will coordinate its responsibility with related responsibilities of other USDA agencies or offices.

b. Emergency Organization and Staffing. The head of each agency or office given a defense assignment will consider the internal organization and staff which he would need in an emergency to carry out his assigned area of responsibility at the headquarters level. This organization will conform as nearly as possible to existing organization and existing organization units will be used whenever possible.

c. Assistance to Agencies. Where existing units appear to be insufficient to carry out defense assignments, the responsible agency will work out arrangements for either setting up defense committees, establishing an executive reserve, or utilizing staffs of other agencies to perform the necessary defense functions. The Special Assistant will continuously evaluate emergency functions of USDA agencies in order to determine priorities for emergency assignments to USDA personnel.

d. Approval of Emergency Organization Plans. When adaptations of current organization to meet an emergency have been worked out, they shall be submitted to the Special Assistant for approval.

SECTION 3 - RESPONSIBILITIES OF USDA REGIONAL LEVEL OFFICES

22. USDA REGIONAL REPRESENTATION. Since USDA agency operations are not normally carried out on a uniform regional basis, USDA has designated a person to become USDA Regional Defense Representative in an emergency at each of the eight OEP-OCD (DOD) Regional Offices. They shall be assisted at these sites by representatives of the following agencies:

(1) Agricultural Marketing Service
(2) Agricultural Stabilization and Conservation Service
(3) Agricultural Research Service
(4) Cooperative Extension Service
(5) Farmers Home Administration
(6) Forest Service
(7) Soil Conservation Service

In the event it is impossible to contact USDA national headquarters in an emergency, each Regional Defense Representative and the agency representatives designated to assist him will constitute a Regional Defense Board.

a. Pre-Emergency. The USDA Regional Defense Representatives and the USDA agency representatives designated to assist them will receive training and assistance in developing readiness to carry out emergency Board responsibilities from the ASCS national headquarters. Agency representatives will also receive technical advice from their individual agencies. (Liaison between USDA and regional offices of the OEP-OCD (DOD) and regional offices of other Federal agencies in the pre-emergency period will be carried out by ASCS national headquarters for the Special Assistant.)

b. Emergency Responsibilities. In an emergency, each USDA Regional Defense Representative will be responsible to an appropriate national level official for:

(1) Liaison with OEP-OCD (DOD) and other agencies of Government at the regional level;

(2) Claiming necessary manpower, equipment, supplies, and services needed to support essential USDA functions within the region;

(3) Keeping USDA representatives in the field and at national headquarters informed; and

(4) Providing technical assistance to the Chairman of USDA State Defense Boards.

If communications with higher authority are cut off, each Chairman of a USDA Regional Defense Board is responsible for providing policy direction for all USDA programs in his region until communications are restored. This includes policy direction to Chairmen of USDA State Defense Boards.

23. AMS FOOD DISTRIBUTION AREA OFFICES. The AMS Food Distribution Area Offices for defense purposes are parts of the national office organization and do not come under the emergency control of USDA State or Regional Defense Boards. However, when communications with USDA national headquarters are cut off, program direction to the USDA State Defense Board Chairmen will be through and with concurrence of the Chairman of the USDA Regional Defense Board. When communications are intact, program direction to the State Defense Board Chairmen will be through and with concurrence of USDA national headquarters. If communications with both the USDA Regional Defense Board and USDA national headquarters are cut off, the AMS Food Distribution Area Offices are authorized to carry out the following functions listed below without other concurrence. With respect to its assigned geographical area and subject to conditions stated above, each AMS Food Distribution Area Office shall, under direction of national headquarters, develop a capability to carry out in an emergency the following functions:

a. Obtaining and analyzing data from USDA State Defense Boards and other sources on the food supply-requirements situation and reporting the results to national headquarters and to appropriate USDA Regional Defense Boards;

b. Assisting USDA State Boards and in a cut-off situation the USDA Regional Defense Boards by arranging for inter-State readjustment of food supplies within its area including: (1) requisitioning of "stranded food shipments" so they can be used; (2) requesting ASCS Commodity Offices to supply CCC stocks to meet critical deficits; (3) when appropriate, request ASCS Commodity Offices to arrange for the procurement and shipment of other food to meet urgent needs of other areas; (4) programming utilization of other Government-owned stocks of processed foods; and (5) providing technical guidance to the food management representatives on USDA State Defense Boards in carrying out USDA food distribution functions within a State when both are cut off from national office direction;

c. Administering food orders, as assigned by those orders;

d. Continuing regular functions of AMS Food Distribution Area Offices which, as appropriately modified, would be essential during the emergency period and taking other steps, not inconsistent with this memorandum, which the Area Office Supervisor may deem appropriate to reduce inequities in the food supply in his area.

24. ASCS COMMODITY OFFICES. The ASCS Commodity Offices for defense purposes are parts of the national office organization and do not come under emergency control of USDA State or Regional Defense Boards. However, when communications with USDA national headquarters are cut off, program direction to the USDA State Defense Board Chairmen will be through and with concurrence of the Chairman of the USDA Regional Defense Board. When communications are intact, program direction to the State Defense Board Chairmen will be through and with concurrence of USDA national headquarters. If communications with both the USDA Regional Defense Board and USDA national headquarters are cut off, the ASCS Commodity Offices are authorized to carry out the following functions listed below without other concurrence. Each ASCS Commodity Office, with respect to its assigned commodity responsibilities and subject to conditions stated above, under the direction of national headquarters, shall develop a capability to carry out in an emergency the following functions:

a. Managing stocks, including stockpiles, owned or managed by the Commodity Credit Corporation at the time of attack or subsequently acquired, including storage, handling, arranging for processing to another form, and shipment in accordance with instructions from national headquarters or as cooperatively worked out with AMS Food Distribution Area Offices in a cut-off situation to meet State needs;

b. Procuring agricultural commodities of the types normally handled by the Commodity Offices to meet inter-State needs which cannot be met by normal trade operations;

c. Working with AMS Food Distribution Area Offices in procuring and shipping food as required by the emergency situation following national direction or national policy guidance;

d. Providing technical guidance to USDA State Defense Boards with respect to carrying out CCC stocks management functions for the Commodity Offices;

e. Administering food orders, as assigned by those orders;

f. Continuing regular functions of Commodity Offices which, as appropriately modified, would be essential during the emergency period and taking such other steps, not inconsistent with this memorandum, as the Director may deem appropriate in maximizing the utilization of Government-owned stocks of agricultural commodities.

25. USDA RESEARCH STATIONS AND FOREST SERVICE REGIONAL OFFICES. The USDA Research Stations and Forest Service Regional Offices shall be regarded as arms of the national office of the USDA in carrying out the defense responsibilities of the Department and do not come under the control of USDA State or Regional offices. If in an emergency, communication between the National office and the Regions-Stations are inoperative, emergency activities will be directed by the Director or Acting Chief as provided in a chain of command designation until such time as communication with National Headquarters is restored.

The following delegations of responsibility shall be in effect in an emergency:

a. If a cut-off of communications precludes directing activities by National Headquarters, each Research Station Director and Regional Forester is authorized to make all emergency program decisions relating to Departmental research activities and National Forest administration within their respective territory;

b. If USDA Research or National Forest Offices are cut off from communications with their respective Research Stations or Regional Offices, direction of emergency activities will be in accordance with the respective Research Station Director's or Regional Forester's pre-determined delegation and plan; and

c. In a cut-off situation, the Research Station Directors and Regional Foresters will keep the appropriate USDA State and Regional Defense Board Chairmen advised of actions taken and utilize the assistance of these offices to obtain needed requisites to carry out related Departmental responsibilities.

SECTION 4 - RESPONSIBILITIES AT THE STATE LEVEL

26. USDA STATE DEFENSE BOARDS. The USDA has a USDA State Defense Board in each State, plus one covering Puerto Rico and the Virgin Islands. A USDA Defense Board for the District of Columbia has also been established and shall be guided by directions to USDA State Defense Boards except in matters of membership. Membership of each USDA State Defense Board includes a representative of each of the following agencies:

a. Agricultural Marketing Service
b. Agricultural Stabilization and Conservation Service (Chairman)
c. Agricultural Research Service
d. Cooperative Extension Service
e. Farmers Home Administration
f. Forest Service
g. Soil Conservation Service
h. Statistical Reporting Service

c. Working with the Food Industries Area Offices in procuring and
distributing food as required by the emergency situation following natural
disaster or national policy guidance;

d. Providing technical guidance to Utah Service Centers Area Offices
in carrying out CCC storage management functions for the Commodity Offices;

e. Maintaining [illegible], as assigned by State Office;

f. Coordinating regular functions of Commodity Offices, as appropriate
[illegible], but functionless with this assignment, as the Director may
[illegible] in handling the redistribution of Government-owned stocks
of agricultural commodities.

2. UTAH DEFENSE FOOD OFFICE ORGANIZATION. The Utah Defense Food Office will consist of the following Utah Offices. The Utah Defense Food Office will be operated from the regular State Office of the Department and do not come under the control of Utah Defense or Regional offices. If in an area, coordination between the Federal offices and the Utah Defense Food Offices will be maintained. Emergency instructions will be issued by the Director of Defense Utah as a result of conference with Regional Defense Boards representatives, each Director Defense Region Director and Regional Defense Food Administrator to be in charge of all emergency programs relating to Defense Food Administration within their respective Defense Regions.

a. In Utah Director of Public Food Defense Offices are established in Salt Lake City, Ogden, Provo, Price, Richfield, Cedar City, Vernal, Logan, Brigham City, Tooele, Roosevelt, Blanding, Kanab, Panguitch, Utah Defense Food Administrator, Director of Emergency Food Defense, Utah Defense Food Administrator, Regional Defense Food Administrator, Regional Defense Food Administrator, Regional

To assist the USDA State Defense Board members, agencies with limited field personnel may arrange for personnel of other agencies to represent them on USDA State Defense Boards. If such an arrangement is needed, the National offices of the agencies involved shall be requested to approve the proposed assignments. The Chairman of the USDA State Defense Board is generally the ASCS State Executive Director, who also represents ASCS on the Board. The ASCS State Office will provide supporting services, such as typing, filing, reproduction and mailing for the Board.

27. PRE-EMERGENCY: The Chairman of the USDA State Defense Board, under direction of the Special Assistant, is responsible for:

a. Maintaining liaison with the State government defense organization and other appropriate agencies and officials at the State level;

b. Assuring that his Board members have an adequate organization and staff to carry out USDA responsibilities at the State level in event of emergency;

c. Assuring that programs are adequate at the State level covering assessment of attack effects; food requirements and allocations, claimancy for manpower, equipment, supplies and services, etc.;

d. Coordinating and guiding representatives of each USDA agency at the State level in fulfilling their agency defense assignments as listed in Section 2 above;

e. Supervising and directing defense work by Chairmen and members of USDA Defense Boards at the county level;

f. Collecting and reporting data needed to support defense programs.

28. EMERGENCY RESPONSIBILITIES. In an emergency, the Chairman of the USDA State Defense Board will be responsible, under direction of an appropriate official at the national level, for coordinating the administration of all USDA programs at the State level. This will include:

a. Maintaining liaison with the Chairman of the USDA Regional Defense Board, if such a Board is operating and representing USDA in relations with State government officials and with representatives of other appropriate agencies at the State level;

b. Obtaining attack data and coordinating assessment of effects of attack;

c. Determining food requirements and supply situation;

d. Claiming necessary manpower, equipment, supplies and services from control authorities;

e. Directing and coordinating activities of the various USDA agency representatives at the State level in accordance with assignments in Section 2 above;

f. Directing the activity of the Chairmen of the USDA County Defense Boards.

The Chairman will be assisted by other members of the Board and by the additional staff designated in the pre-emergency period. Each Board member, under the direction of the Chairman, shall carry out his agency's National level assignments as listed in Sec. 2 above within the State, following National office policy directives. When communications with USDA national headquarters are cut off, the Chairman of the USDA State Defense Board will seek policy guidance from the Chairman of the appropriate USDA Regional Defense Board. Failing this, the Chairman of the USDA State Defense Board has authority to make all necessary program decisions following USDA National policy guidelines.

It shall be the responsibility of the USDA State Defense Board Chairman to establish and provide overall direction to the USDA County or Metropolitan Area Defense Boards. Agency members of the USDA State Defense Board will name their members to USDA County Defense Boards and provide them with instructions for carrying out agency responsibilities.

SECTION 5 - RESPONSIBILITIES AT THE LOCAL LEVEL

29. USDA COUNTY DEFENSE BOARD. The USDA shall have a County Defense Board in each county or metropolitan area. Membership of each Board shall include, where available, a representative of the following agencies:

a. Agricultural Stabilization and Conservation Service
b. Cooperative Extension Service
c. Farmers Home Administration
d. Soil Conservation Service

Where possible, representation from Agricultural Research Service and Forest Service will be provided. In a metropolitan

area it will usually be possible for an AMS representative to serve on the Board. Where there is a shortage of qualified personnel, agencies may arrange for personnel of other agencies to represent them on USDA County Defense Boards. If such an arrangement is made, the Chairman of the USDA State Defense Board will be notified. Except in certain metropolitan areas or other special situations, the Chairman of the USDA County Defense Board is the ASCS County Office Manager, who also serves as ASCS representative on the Board. The ASCS county office will provide supporting services such as typing, filing, reproduction, and mailing for the Board. In the case of a USDA Metropolitan Area Defense Board, the Food Management Member shall be Chairman and the AMS office shall provide supporting services. USDA Metropolitan Area Defense Boards shall be in only one state but may cooperate with USDA defense boards in adjoining states.

30. PRE-EMERGENCY. The Chairman of the USDA County Defense Board, in cooperation with other Board members and under direction of the Chairman of the USDA State Defense Board, is responsible for:

a. Maintaining liaison with the county government defense organization and other officials in the county as necessary;

b. Developing within his County Board an adequate organization and staff to carry out USDA responsibilities at the county level in event of an emergency;

c. Developing programs for (1) assessment of effects of attack, (2) estimating food requirements and supplies, and (3) claiming non-food requisites from local civil authorities;

d. Coordinating and guiding the planning done by representatives of each USDA agency at the county level in fulfilling their agency assignments as listed in Section 2 above;

e. Collecting and reporting data needed to support defense planning.

31. EMERGENCY RESPONSIBILITIES. In an emergency when communications are intact, the Chairman of the USDA County (or Metropolitan Area) Defense Board will be responsible to the Chairman of the USDA State Defense Board for the following functions:

a. Maintaining liaison with county government and other officials at the county level;

b. Obtaining attack information and reporting observed or otherwise known effects of attack;

c. Coordinating development of food requirements and supply data;

d. Claiming non-food materials and manpower;

e. Directing and coordinating activities of USDA agency representatives in the county, in accordance with assignments listed in Section 2 above.

At the county level, all USDA responsibilities shall be carried out jointly by the Chairman and the representatives of all the USDA agencies represented on the Board in the county.

In an emergency, when communications with higher authority are cut off, the Chairman of the USDA County (or Metropolitan Area) Defense Board has authority to make all program decisions necessary to carry out USDA responsibilities.

SECTION 6 - SUPERSEDENCE OF EXISTING DIRECTIVES

32. SUPERSEDED DOCUMENTS. This Memorandum supersedes and cancels the original version of Secretary's Memorandum 1489 dated February 1, 1962.

33. REVIEW OF OTHER DOCUMENTS. Each Official of USDA given responsibility by this Memorandum will examine the defense documents which he or his predecessor has issued. Any which are inconsistent with provisions of this Memorandum will be cancelled or updated.

Orville L. Freeman
SECRETARY

BICENTENNIAL PROGRAM

UNITED STATES DEPARTMENT OF AGRICULTURE

The Bicentennial program of the U.S. Department of Agriculture is designed to help the nation understand the contribution that a sound, healthy, conservation-minded agriculture, in the broadest sense, makes to the national welfare. The Bicentennial offers this opportunity to portray in that setting the key ingredients that make U.S. agriculture basic to our national affluence and strength which have made our nation--in the span of only 200 years--the marvel of the modern world and of recorded history.

* The Face of Rural America

This major Bicentennial project of the Department of Agriculture includes a photographic record of farm life in the United States today. We will use these photos in the Yearbook of Agriculture, and in an exhibit. It will show, largely visually, what farm life is actually like in 1976 as farm people live, work and play. So non-farm people can see and understand more about where their food comes from and the people who produce it. And so that it will be a historical record for all time of what farm life was like in 1976.

* Symposiums

Symposium on "Two Centuries of American Agriculture," at the Smithsonian Institution's Museum of History and Technology in Washington, D.C. on April 21-25, 1975. A cooperative project of USDA's Economic Research Service, the Smithsonian Institution, and the Agricultural History Society. The proceedings will be published in January 1976.

Symposium on "Great Plains Agriculture," at Montana State University, Bozeman, Montana, June 1976. A cooperative project of the USDA's Economic Research Service, Montana State University, the Agricultural History Society, and the Montana Bicentennial Commission.

Symposium on "Agricultural Literature: Proud Heritage--Future Promise," at the National Agricultural Library, Beltsville, MD., Sept. 24-26, 1975. A cooperative project of the Associates of the National Agricultural Library, the Agricultural History Society, the USDA Graduate School, and agricultural associations.

Symposium commemorating research at 1890 colleges. USDA's Cooperative State Research Service (CSRS) is planning a one-day symposium citing the USDA-sponsored research being conducted at the predominantly black 1890 land grant colleges and Tuskegee Institute. Program to be held in Washington, D.C. during Bicentennial Year, will feature speakers, presentations to scientists, choral music and exhibits.

* Radio Series

Agricultural Research Service (ARS) will present a 52-week consumer radio series that will feature the benefits of 200 years of agricultural research to America and its people.

* Research Features

A series of research features will be produced for metropolitan papers, national magazines and television. These features will establish the relationship between research achievements and consumers.

* Open Houses and Field Days

One or two day open houses at 10-15 larger installations located in urban areas. Field days at 30-50 research stations in farming areas.

* Research Publication

Publication featuring contributions of agricultural research to the 200-year History of America. It will be distributed at local community events in 1976.

* Cookbook

Aunt Sammy's Radio Recipes, USDA's first cookbook will be reissued to emphasize the Department's long tradition of helping American families prepare and serve nutritious meals.

* National Herb Garden, National Arboretum, Washington, D.C.

Construction and dedication of a national herb garden.

* National Bonsai Collection--National Arboretum, Washington, D.C.

In honor of the Bicentennial, the Japanese people will present 50 Bonsai trees to the National Arboretum, Washington, D.C. A special dedication is planned. Several national and international horticultural societies plan to hold meetings at the Arboretum in 1976, among them Bonsai Clubs International.

* New Azaleas

Plans include the release of three new azaleas during the Bicentennial year, to be named after Commodore Perry, who first opened the door to plant exploration; Morrow, the agriculturist on Perry's first expedition; and Hall, the first to introduce ornamentals from Japan into the United States.

* Documentative Book on Washington's Cherry Trees
History of Tidal Basin Oriental cherry trees.

* World Forestry Day

Major role for March 21, 1976 celebration of world forestry day, in cooperation with forest industry, associations, and states.

* Bikecentennial - Trail & Ceremony Projects

Cooperative location of cross-country bike trails and appropriate ceremonies and media coverage as coast-to-coast peddlers cross 24 different National Forests. Planting of 13 "super trees" from Placerville Genetics Lab symbolizing "Horizons," along with one "Heritage" tree from each of the 13 original colonies being planned for Bikecentennial at conclusion of fall '76 at Williamsburg or Jamestown, Virginia.

* Original Forest Heritage Songs

Original music & lyrics by a volunteer composer depicting forest colorful role in building America.

* Independence Hall Ceremony with Philadelphia '76 Inc.

Planting of "moon tree seedling" with key ceremony in Washington Square, near Independence Hall, Philadelphia. Seedling will symbolize forests' dynamic role in our country's space-age "Horizons" and the importance of forest resources in modern technology. The planting ceremony scheduled for May 6, 1975 will involve key Federal and State officials.

* "Heritage" & "Horizon" Trees

Procuring and planting at appropriate Bicentennial areas. Seedlings from 200+ year-old-trees from the 13 original colonies along with genetically improved "seedlings of the future."

* Bicentennial Plant Varieties

New plant varieties from agricultural research will be named to tie into celebration.

* American Agriculture: Yesterday, Today, and Tomorrow

This is a series of 12 articles to be published in the Farm Index magazine, and then to be issued as a pamphlet.

* List of References for the History of Black Contributions to American Agriculture

This will be published cooperatively with the University of California.

* Woodsy Owl Anti-pollution Campaign

Woodsy Owl, our national symbol for the wise use of our environment, plans via his 1975-76 campaign to wish our country Happy Birthday encouraging gifts of clean air, water, beauty and quiet.

* Let's Plan a Birthday Party

The Extension Service has published a "Let's Plan a Birthday Party" leaflet which encourages local people to become involved by initiating and participating in Bicentennial agricultural events. Over 35,000 copies have been delivered to the State Cooperative Extension Service offices. Field offices of USDA are also distributing the leaflet.

* Lecture, W.O. Atwater Memorial, on Nutrition

A memorial lectureship that recognizes distinguished accomplishments in human nutrition and advancing public understanding of the role of science in meeting world food needs.

* Booklet on History of Forest Conservation

Revision, reprint and field distribution of the popular booklet, "Highlights in the History of Forest Conservation."

* A Chronology of American Agriculture, 1776-1976

A large flow chart showing development of American agriculture.

* Bicentennial Chronology of American Agriculture, 1776-1976

Each chronological event will include one historical reference to which the interested reader can go for additional information.

* History of Soil Conservation in United States--Slide Show

Depicts the soil and water conservation movement from early 1930's to present time with emphasis on the need and voluntary involvement of private citizens and groups.

* Federal Forestry Centennial

Celebration of 100 years of Federal forestry with emphasis on contribution to country's heritage, development, and projected horizons. Many local and varied events planned. May 6, 1976.

* Forest Service Mini Museums Visitor Info. Service

A variety of mini museums at numerous Forest Service facilities. Interpretive material on local F.S. areas and their contribution to heritage and horizons.

* Youth Conservation Corps (YCC) Bicentennial Environmental Projects

Numerous construction and rehabilitation projects on national forests stressing heritage, horizons and esthetics. Projects may include dedication ceremonies.

* Special Publications

A List of References on the contribution of American Negroes to Agriculture. It will be issued in cooperation with the University of California.

A List of References on the "History of Agriculture and the American Indian." This bibliography will be published in the spring of 1975.

A List of References on the "History of Agriculture and the Mexican-American. This is the third in a USDA series of bibliographies of contributions by particular ethnic groups.

"Negro Contributions to American Agriculture." This major historical research study is underway. It will be published in 1976.

* 4-H Clubs Bicentennial Activities

State and local 4-H groups will be conducting community development and community service projects, as well as citizenship, leadership and international education programs for 4-H'ers and their communities. 4-H'ers across the country will be involved in renovating historical sites, initiating host programs, historical research of communities and historical study of 4-H programs in the communities, and beautification and clean-up programs.

* Bicentennial - State Experiment Stations Centennial

The Nation's Bicentennial--1976--comes just a year following the Centennial in 1975 of the State Experiment Stations, marking their accomplishments in helping make the U.S. the world's greatest agricultural producer. This centennial will be observed by devoting the 1975 YEARBOOK OF AGRICULTURE to highlights of the experiment stations' achievements during their first hundred years. Thus, this book is submitted as a Bicentennial project.

* Exhibitions

A series of Bicentennial exhibitions will be presénted in the Patio of the Administration Building of the Department of Agriculture in Washington, D.C. during 1976.

# # # #

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

2-1-62

SECRETARY'S MEMORANDUM NO. 1490

Establishment of U.S.D.A. National Defense Board

To further implement the defense readiness of the Department of Agriculture at the National level, there is hereby established a U.S.D.A. National Defense Board. The Board will be chaired by, and will advise and assist, the Secretary's Special Assistant on Defense in carrying out defense and related emergency assignments of the Department. The Board also will assume responsibilities of the former Secretary's Defense Policy Committee and, in an emergency, will advise the Secretary on defense matters. Membership of the Board will be:

Robert S. Reed, Chairman, Office of the Secretary
Horace D. Godfrey, Agricultural Stabilization and Conservation Service
Sylvester R. Smith, Agricultural Marketing Service
Byron T. Shaw, Agricultural Research Service
E. T. York, Federal Extension Service
Howard Bertsch, Farmers Home Administration
Richard E. McArdle, Forest Service
R. Lyle Webster, Office of Information
Donald A. Williams, Soil Conservation Service
Harry C. Trelogan, Statistical Reporting Service
John C. Bagwell, Office of the General Counsel

The Board will assist in the review and appraisal of agency defense assignments, and will provide other help and counsel as may be required by the Special Assistant on Defense in directing and coordinating the defense work of the Department.

Charles S Murphy

Acting Secretary

COMMITTEES (Board-National Defense, U.S.D.A)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 7 1963

SECRETARY'S MEMORANDUM NO. 1490 (REVISED)

Establishment of U.S.D.A. National Defense Board

To further implement the defense readiness of the Department of Agriculture at the National level, a U.S.D.A. National Defense Board has been established. This Board is chaired by, and will advise and assist, the Secretary's Special Assistant on Defense in carrying out defense and related emergency assignments of the Department. The Board ~~also assumes responsibilities of the former Secretary's Defense Policy Committee and, in an emergency,~~ will advise the Secretary on defense matters. Membership of the Board is revised as follows:

Robert S. Reed, Chairman, Office of the Secretary
Sylvester R. Smith, Agricultural Marketing Service
Byron T. Shaw, Agricultural Research Service
Horace D. Godfrey, Agricultural Stabilization and Conservation Service
T. C. Byerly, Cooperative State Experiment Station Service
Nathan M. Koffsky, Economic Research Service
Howard Bertsch, Farmers Home Administration
John N. Luft, Federal Crop Insurance Corporation
E. T. York, Federal Extension Service
Raymond A. Ioanes, Foreign Agricultural Service
Edward P. Cliff, Forest Service
John C. Bagwell, Office of the General Counsel
George A. Barnes, Office of Information
Norman M. Clapp, Rural Electrification Administration
Donald A. Williams, Soil Conservation Service
Harry C. Trelogan, Statistical Reporting Service

The Board will assist in the review and appraisal of agency defense and other disaster assignments, and will provide other help and counsel as may be required by the Special Assistant on Defense in directing and coordinating the defense and other disaster work of the Department.

Orville L. Freeman
SECRETARY

Growth Through Agricultural Progress

COMMITTEES (Board. National Defense, U SDA

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

SECRETARY'S MEMORANDUM No. 1490 (REVISED)

Establishment of U.S.D.A. National Defense Board

To further implement the defense readiness of the Department of Agriculture at the National level, a U.S.D.A. National Defense Board has been established. This Board is charged by, and will advise and assist, the Secretary's Special Assistant on Defense in carrying out defense and related emergency assignments of the Department. The Board also assumes responsibilities of the former Secretary's Defense Policy Committee and, in an emergency, will advise the Secretary on defense matters. Membership of the Board is revised as follows:

Robert S. Reed, Chairman, Office of the Secretary
Sylvester R. Smith, Agricultural Marketing Service
Byron T. Shaw, Agricultural Research Service
Horace D. Godfrey, Agricultural Stabilization and Conservation Service
T. C. Byerly, Cooperative State Experiment Station Service
Nathan M. Koffsky, Economic Research Service
Howard Bertsch, Farmers Home Administration
John M. Luff, Federal Crop Insurance Corporation
E. T. York, Federal Extension Service
Raymond A. Jones, Foreign Agricultural Service
Edward P. Cliff, Forest Service
John C. Baxwell, Office of the General Counsel
George A. Barnes, Office of Information
Norman M. Clapp, Rural Electrification Administration
Donald A. Williams, Soil Conservation Service
Harry O. Trelogan, Statistical Reporting Service

The Board will assist in the review and appraisal of agency defense and other disaster assignments, and will provide other help and counsel as may be required by the Special Assistant on Defense in directing and coordinating the defense and other disaster work of the Department.

Orville L. Freeman
Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 31 1965

SECRETARY'S MEMORANDUM NO. 1490, REVISED

U.S.D.A. National Defense Board

This is to bring up to date the membership of the National Defense Board established to further implement the defense readiness of the Department of Agriculture at the National level. This Board is chaired by, and will advise and assist, the Assistant to the Secretary on Defense in carrying out defense and related emergency assignments of the Department. The Board will advise the Secretary on defense matters. Membership of the Board is revised as follows:

Robert S. Reed, Chairman, Office of the Secretary
George W. Irving, Jr., Agricultural Research Service
Horace D. Godfrey, Agricultural Stabilization and Conservation Service
Sylvester R. Smith, Consumer and Marketing Service
Nathan M. Koffsky, Economic Research Service
Howard Bertsch, Farmers Home Administration
John N. Luft, Federal Crop Insurance Corporation
Lloyd H. Davis, Federal Extension Service
Raymond A. Ioanes, Foreign Agricultural Service
Edward P. Cliff, Forest Service
John C. Bagwell, Office of the General Counsel
Harold R. Lewis, Office of Information
Norman M. Clapp, Rural Electrification Administration
Donald A. Williams, Soil Conservation Service
Harry C. Trelogan, Statistical Reporting Service

The Board will assist in the review and appraisal of agency defense and other disaster assignments, and will provide other help and counsel as may be required by the Assistant to the Secretary on Defense in directing and coordinating the defense and other disaster work of the Department.

Orville L. Freeman

COMMITTEES (Board-National Defense, U.S.D.A)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 12, 1967

SECRETARY'S MEMORANDUM NO. 1490, REVISED

U.S.D.A. National Defense Board

This is to bring up to date the membership of the National Defense Board established to further implement the defense readiness of the Department of Agriculture at the National level. This Board is chaired by, and will advise and assist, the Assistant to the Secretary on Defense in carrying out defense and related emergency assignments of the Department. The Board will advise the Secretary on defense matters. Membership of the Board is revised as follows:

Alec G. Olson, Chairman, Office of the Secretary
George W. Irving, Jr., Agricultural Research Service
Horace D. Godfrey, Agricultural Stabilization and Conservation Service
Sylvester R. Smith, Consumer and Marketing Service
T. C. Byerly, Cooperative State Research Service
M. L. Upchurch, Economic Research Service
Howard Bertsch, Farmers Home Administration
John N. Luft, Federal Crop Insurance Corporation
Lloyd H. Davis, Federal Extension Service
Raymond A. Ioanes, Foreign Agricultural Service
Edward P. Cliff, Forest Service
John C. Bagwell, Office of the General Counsel
Harold R. Lewis, Office of Information
Norman M. Clapp, Rural Electrification Administration
Donald A. Williams, Soil Conservation Service
Harry C. Trelogan, Statistical Reporting Service

The Board will assist in the review and appraisal of agency defense and other disaster assignments, and will provide other help and counsel as may be required by the Assistant to the Secretary on Defense in directing and coordinating the defense and other disaster work of the Department.

Orville L. Freeman

This memorandum replaces Secretary's Memorandum No. 1490, Revised, Corrected, dated March 31, 1965.

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COMMITTEES (Bd. Natl. Defense, U.S.D.A.)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

SECRETARY'S MEMORANDUM NO. 1490, REVISED

U.S.D.A. National Defense Board

This is to bring up to date the membership of the National Defense Board established to further implement the defense readiness of the Department of Agriculture at the National level. This Board is charged by, and will advise and assist, the Assistants to the Secretary on Defense in carrying out defense and related emergency assignments of the Department. The Board will advise the Secretary on defense matters. Membership of the Board is revised as follows:

Alec G. Olson, Chairman, Office of the Secretary
George W. Irving, Jr., Agricultural Research Service
Horace D. Godfrey, Agricultural Stabilization and Conservation Service
Sylvester R. Smith, Consumer and Marketing Service
T. C. Byerly, Cooperative State Research Service
M. L. Upchurch, Economic Research Service
Howard Bertsch, Farmers Home Administration
John M. Hall, Federal Crop Insurance Corporation
Lloyd E. Davis, Federal Extension Service
Raymond A. Towne, Foreign Agricultural Service
Edward P. Cliff, Forest Service
John C. Bagwell, Office of the General Counsel
Harold A. Lewis, Office of Information
Norman M. Clapp, Rural Electrification Administration
Donald A. Williams, Soil Conservation Service
Harry O. Trelogan, Statistical Reporting Service

The Board will assist in the review and appraisal of agency defense and other disaster assignments, and will provide other help and counsel as may be required by the Assistant to the Secretary on Defense in directing and coordinating the defense and other disaster work of the Department.

This memorandum replaces Secretary's Memorandum No. 1490, Revised, Corrected, dated March 31, 1955.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 20 1968

SECRETARY'S MEMORANDUM NO. 1490, REVISED

U.S.D.A. National Defense Board

This is to bring up to date the membership of the National Defense Board established to further implement the defense readiness of the Department of Agriculture at the National level. This Board is chaired by, and will advise and assist, the Assistant to the Secretary on Defense in carrying out defense and related emergency assignments of the Department. The Board will advise the Secretary on defense matters. Membership of the Board is revised as follows:

George H. Walter, Acting Chairman, Office of the Secretary
George W. Irving, Jr., Agricultural Research Service
Horace D. Godfrey, Agricultural Stabilization and Conservation Service
Rodney E. Leonard, Consumer and Marketing Service
T. C. Byerly, Cooperative State Research Service
M. L. Upchurch, Economic Research Service
Howard Bertsch, Farmers Home Administration
John N. Luft, Federal Crop Insurance Corporation
Lloyd H. Davis, Federal Extension Service
Raymond A. Ioanes, Foreign Agricultural Service
Edward P. Cliff, Forest Service
Edward M. Shulman, Office of the General Counsel
Harold R. Lewis, Office of Information
Norman M. Clapp, Rural Electrification Administration
Donald A. Williams, Soil Conservation Service
Harry C. Trelogan, Statistical Reporting Service

The Board will assist in the review and appraisal of agency defense and other disaster assignments, and will provide other help and counsel as may be required by the Assistant to the Secretary on Defense in directing and coordinating the defense and other disaster work of the Department.

Orville L. Freeman

(This memorandum replaces Secretary's Memorandum No. 1490, Revised, dated April 12, 1967.)

COMMITTEES (Bd. Natl. Defense, USDA)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 21 1970

SECRETARY'S MEMORANDUM NO. 1490, REVISED

USDA National Defense Board

This is to bring up to date the membership of the National Defense Board established to further implement the defense readiness of the Department of Agriculture at the National level. This Board is chaired by, and will advise and assist, the Assistant to the Secretary for States Relations and Emergency Preparedness in carrying out defense and related emergency assignments of the Department. The Board will advise the Secretary on defense matters. Membership of the Board is revised as follows:

John P. Orcutt, Assistant to the Secretary (Chairman)
George H. Walter, Office of the Secretary (Executive Secretary)
George W. Irving, Jr., Agricultural Research Service
Kenneth E. Frick, Agricultural Stabilization and Conservation Service
Roy W. Lennartson, Consumer and Marketing Service
Roy Lee Lovvorn, Cooperative State Research Service
M. L. Upchurch, Economic Research Service
James V. Smith, Farmers Home Administration
Edwin L. Kirby, Federal Extension Service
Raymond A. Ioanes, Foreign Agricultural Service
Edward J. Hekman, Food and Nutrition Service
Edward P. Cliff, Forest Service
Charles L. Grant, Office of Budget and Finance
Edward M. Shulman, Office of the General Counsel
Harold R. Lewis, Office of Information
Carl B. Barnes, Office of Personnel
Elmer Mostow, Office of Plant and Operations
David A. Hamil, Rural Electrification Administration
Kenneth E. Grant, Soil Conservation Service
Harry C. Trelogan, Statistical Reporting Service

The Board will assist in the review and appraisal of agency defense and other disaster assignments, and will provide other help and counsel as may be required by the Assistant to the Secretary in directing and coordinating the defense and other disaster work of the Department.

This memorandum replaces Secretary's Memorandum No. 1490, Revised, dated March 20, 1968.

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Clifford M. Hardin
Secretary of Agriculture

COMMITTEES (Bd., Natl. Defense, USDA)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

January 6, 1972.

SECRETARY'S MEMORANDUM NO. 1490, REVISED

U.S.D.A. National Defense Board

This is to bring up to date the membership of the National Defense Board established to further implement the defense readiness of the Department of Agriculture at the National level. This Board is chaired by the Assistant Secretary for Administration, who will receive advice and assistance from the members in carrying out defense and related emergency assignments of the Department. The Board will advise the Secretary on defense matters. Membership of the Board is revised as follows:

Assistant Secretary for Administration, Chairman
Assistant to Secretary for Intergovernmental Affairs, Executive Secretary
Administrator, Animal and Plant Health Service
Administrator, Agricultural Research Service
Administrator, Agricultural Stabilization and Conservation Service
Administrator, Consumer and Marketing Service
Administrator, Cooperative State Research Service
Administrator, Economic Research Service
Administrator, Farmers Home Administration
Administrator, Extension Service
Administrator, Foreign Agricultural Service
Administrator, Food and Nutrition Service
Chief, Forest Service
Director, Office of Budget and Finance
General Counsel
Director, Office of Information
Director, Office of Personnel
Director, Office of Plant and Operations
Administrator, Rural Electrification Administration
Administrator, Soil Conservation Service
Administrator, Statistical Reporting Service

The Board will assist in the review and appraisal of agency defense and other disaster assignments, and will provide other help and

COMMITTEES (Bd. National Defense, USDA)

counsel as may be required by the Assistant Secretary in directing and coordinating the defense and other disaster work of the Department.

This memorandum replaces Secretary's Memorandum No. 1490, Revised, dated April 21, 1970.

Earl L. Butz

Earl L. Butz
Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FEBRUARY 2, 1962 JM
~~December 26, 1961.~~

Secretary's Memorandum No. 1491 MARKETING JM
~~Public~~ Advisory Committee on Eggs

Rapid technological advances and changes in the structure of poultry product production are cause for concern among egg producers relative to future price stability in their industry. Depressed prices in other segments of the poultry industry have drawn considerable public attention, and avoiding a similar situation of depressed producer prices for eggs is a matter of deep concern to the Department of Agriculture.

To effectively appraise the current situation in production and marketing MARKETING of eggs, I am establishing a ~~Public~~ Advisory Committee on Eggs, consisting of producers and other industry representatives under the provisions of the Agricultural Act of 1961.

This Committee will meet at my request to advise the Department of Agriculture on matters connected with egg marketing and prices, and the desirability of legislation affecting the marketing of eggs. The Committee will serve for an indefinite period at my discretion, and funds will be available for reimbursement of travel and other official Committee expenses of members.

Linley E. Juers, Staff Economist, will be the official Department of Agriculture representative, and Edward Karpoff, ASCS, will be the Executive Secretary. Members of the Committee will be:

(Names will be supplied)

Orville L. Freeman
SECRETARY

Growth Through Agricultural Progress

COMMITTEES (Egg Marketing, Advisory)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 2, 1962.

MEMORANDUM NO. 1492

Consolidated Offices and Common Services

This memorandum is to reaffirm and implement the Department policy contained in 1 AR 673 of housing together in consolidated offices field activities which serve the same geographical areas such as county, state or region.

The policy was promulgated to insure maximum service and convenience to the public, to facilitate coordination and interagency understanding of interrelated Department programs, and to promote efficiencies and economies in the handling of administrative functions common to all agencies. To carry out these goals requires constant and effective implementation and the subordination of personal preferences to these objectives.

All agencies are requested to rededicate themselves to giving full consideration toward the fulfillment of this policy. It is not expected that space or program arrangements will be made under circumstances which fail to include lasting benefits. All existing and proposed new office locations are to be objectively viewed so that offices can be consolidated and arrangements made for the provision of common services.

The Assistant Secretaries, Program Directors and Agency Heads will be expected to provide the necessary leadership in the accomplishment of these objectives.

The Administrative Assistant Secretary will be responsible for the operation of the program. He is authorized to modify any existing procedures and to issue new procedures which might be necessary to provide effective consolidation and cooperative arrangements in the handling of administrative functions common to all agencies.

Orville L. Freeman
SECRETARY

Growth Through Agricultural Progress

SPACE

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 3, 1938.

MEMORANDUM NO. 1473

Consolidated Offices and Common Services

This memorandum is to reaffirm and implement the Department policy contained in 1 AR 673 of housing together in consolidated offices field activities which serve the same geographical areas such as county, state or region.

The policy was promulgated to insure maximum service and convenience to the public, to facilitate coordination and interagency understanding of interrelated Department programs, and to promote efficiencies and economies in the handling of administrative functions common to all agencies. To carry out these goals requires constant and effective implementation and the subordination of personal preferences to these objectives.

All agencies are requested to rededicate themselves to giving full consideration toward the fulfillment of this policy. It is not expected that space or program arrangements will be made under circumstances which fail to include lasting benefits. All existing and proposed new office locations are to be objectively viewed so that offices can be consolidated and arrangements made for the provision of common services.

The Assistant Secretaries, Program Directors and Agency Heads will be expected to provide the necessary leadership in the accomplishment of these objectives.

The Administrative Assistant Secretary will be responsible for the operation of the program. He is authorized to modify any existing procedures and to issue new procedures which might be necessary to provide effective consolidation and cooperative arrangements in the handling of administrative functions common to all agencies.

Orville L. Freeman
SECRETARY

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 22, 1962.

SECRETARY'S MEMORANDUM NO. 1492, SUPPLEMENT 1

Assignment of Responsibilities

Secretary's Memorandum No. 1492 revitalizes the program of consolidated housing and provides for joint common services. This memorandum assigns functional responsibilities for these programs as follows:

1. Consolidated Housing.

   a. Policies and Procedures. Policies and procedures for the consolidated housing program shall be approved by the Administrative Assistant Secretary.

   b. Office of Plant and Operations. The Office of Plant and Operations will be responsible for coordination and will provide technical assistance for this program.

   c. Agency. Location of field offices shall remain the responsibility of the agency heads, subject to Secretarial approval in certain cases as provided in 1 AR 674.

2. Common Services.

   a. Staff Offices. The Offices of Budget and Finance, Information, Management Appraisal and Systems Development, Personnel, and Plant and Operations shall develop and recommend programs for joint services to be installed in consolidated offices or where otherwise appropriate. Each staff office shall provide direction and have responsibility, within its respective functional field, for programs approved by the Administrative Assistant Secretary.

   In addition, each staff office shall continuously review and adjust its regulations and procedures to facilitate the accomplishment of objectives in Secretary's Memorandum No. 1492.

   b. Agency. Agency heads will participate in the review and formulation of programs for common services.

Growth Through Agricultural Progress

SPACE

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 25, 1952.

SECRETARY'S MEMORANDUM NO. 1492, SUPPLEMENT 1

Assignment of Responsibilities

Secretary's Memorandum No. 1492 revitalizes the program of consolidated housing and provides for joint common services. This memorandum assigns functional responsibilities for these programs as follows:

1. Consolidated Housing.

a. Policies and Procedures. Policies and procedures for the consolidated housing program shall be approved by the Administrative Assistant Secretary.

b. Office of Plant and Operations. The Office of Plant and Operations will be responsible for coordination and will provide technical assistance for this program.

c. Agency. Location of field offices shall remain the responsibility of the agency heads, subject to Secretarial approval in certain cases as provided in 1 AR 074.

2. Common Services.

a. Staff Offices. The Offices of Budget and Finance, Information, Management Appraisal and Systems Development, Personnel, and Plant and Operations shall develop and recommend programs for joint services to be installed in consolidated offices or where otherwise appropriate. Each staff office shall provide direction and have responsibility, within its respective functional field, for programs approved by the Administrative Assistant Secretary.

In addition, each staff office shall continuously review and adjust its regulations and procedures to facilitate the accomplishment of objectives in Secretary's Memorandum No. 1492.

b. Agency. Agency heads will participate in the review and formulation of programs for common services.

Great Seal Lapidus Figure

SPACE

The Office of the General Counsel shall provide assistance on matters involving legal questions.

It is contemplated that there will be pilot studies of common services at one or more consolidated locations before programs are prescribed. Agencies will be advised well in advance of the date and location of such studies.

3. Operational Responsibilities.

a. State Administrative Committees. The State Administrative Committees, as constituted by Secretary's Memorandum No. 1492, Supplement 2, shall have operational responsibility for carrying out approved projects for consolidated housing and joint common services.

b. Agency. Within the framework of Secretarial policy, each agency head will be responsible for leadership and supplementing procedures.

Joseph M. Roberts
Administrative Assistant Secretary

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Administrative Assistant Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 22, 1962.

SECRETARY'S MEMORANDUM NO. 1492, SUPPLEMENT 2

State Administrative Committees

To place in operation the policies and plans outlined in Secretary's Memorandum No. 1492 and Supplement 1, covering the consolidation of field offices and joint use of administrative facilities, there shall be activated in each State and in Puerto Rico, a State Administrative Committee.

The State Administrative Committees shall consist of the State Head, or if no State Office is located in the State, his representative, of each of the following agencies:

Agricultural Stabilization and Conservation Service
(State Executive Officer)

Farmers Home Administration (State Director)

Soil Conservation Service (State Conservationist)

The heads of the following agencies shall also designate an appropriate representative to serve with the above listed agencies when it has one or more field offices in the State:

Agricultural Marketing Service

Agricultural Research Service

Federal Crop Insurance Corporation

Forest Service

Statistical Reporting Service

Office of the General Counsel

The State Director of Extension, or his representative, is invited to participate in committee deliberations on items involving activities of the Extension Service.

The authority hereby vested in agency committee representatives may not be delegated.

Growth Through Agricultural Progress

SPACE

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 22, 1952.

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The authority hereby vested in agency committee representatives may not be delegated.

SPACE

The Administrative Committee so formed shall be responsible for:

1. Consolidation or Deconsolidation.

   a. Recommending, approving and implementing action for county or comparable offices.

   b. Presenting committee position on actions affecting other offices and implementing actions approved by the Administrative Assistant Secretary under the procedure outlined in 1 AR 674.

2. Joint Use of Administrative Facilities.

   a. Putting into operation by mutual agreement, or where so directed, one or more types of joint services.

   b. Recommending areas for Washington approval where there is lack of agreement or adequate authority does not exist.

3. Reporting.

   a. Submitting reports as required.

A committee shall be established in each State and Puerto Rico by May 15, 1962. The following procedure is applicable:

1. The State Conservationist of the Soil Conservation Service shall invite those designated as agency representatives (names to be provided by the Office of Plant and Operations) for the initial meeting. At this meeting a Chairman, a Vice-Chairman and a Secretary shall be elected. The officers so elected shall serve until June 30, 1963. Thereafter, the term of office shall be on a fiscal year basis. Officer vacancies shall be filled by election for the unexpired term at the next regular meeting.

2. Meetings subsequent to the original meeting shall be called by the Chairman.

   Adequate notice of all meetings shall be given.

3. Summary minutes of all meetings shall be maintained. In addition to a summary of actions, including dissenting views, the names of those present and the agencies represented shall be included.

The Administrative Committee so formed shall be responsible for:

1. Overall action or recommendation.

   a. Recommending, approving and implementing action for county or comparable offices.

   b. Presenting committee position on actions affecting other offices and implementing actions approved by the Administrative Assistant Secretary under the procedure outlined in I AA 6\4.

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   Adequate notice of all meetings shall be given.

3. Summary minutes of all meetings shall be maintained. In addition to a summary of actions, including dissenting views, the names of those present and the Agencies represented shall be included.

A copy of the minutes of all meetings shall be provided the Office of Plant and Operations within five days after the date of meetings. The names of the elected officers shall be included in the minutes of the original and annual meetings.

While all committee members may participate in discussions, decision by the committee shall be by unanimous agreement of only the agencies directly affected by the particular action. If unanimity cannot be obtained, a complete report of the case shall be immediately referred to the Administrative Assistant Secretary. Simultaneous with the referral by the committee, each agency involved shall advise its Washington Office of the facts in the case and its recommendation on the matter. The decision of the Extension Service representative to participate or not shall be considered final and not otherwise affect the unanimous agreement requirement.

The Office of Plant and Operations shall be responsible for coordination of committee operations. Agencies shall provide this Office with:

1. Names of the original committee designees of agencies - by April 9, 1962.

2. In case of a vacancy, the name of the substitute designee of the agency as promptly as possible.

To the extent that this memorandum is in conflict with 1 AR 674 and 679, the provisions of these administrative regulations are superseded.

Joseph M. Robertson

Joseph M. Robertson
Administrative Assistant Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

May 20 1963

SECRETARY'S MEMORANDUM NO. 1492, SUPPLEMENT 3

Liaison with GSA for County Type Office Space

To assist the State Administrative Committees in carrying out their responsibilities in the consolidated housing of county type Agriculture offices, arrangements have been made for establishing direct contact between the Committees and the General Services Administration Regional Offices. This is particularly necessary because of the stepped up program of the General Services Administration for construction of new buildings, rehabilitation of existing buildings and more intensive use of all space as outlined in Executive Order No. 11035. The agreement with the applicable procedures governing this new responsibility is outlined in the attached exchange of correspondence.

In carrying out the responsibilities assigned by this memorandum, the admonitions and policies of the Executive Order (transmitted by Plant and Operations Memorandum No. 71) shall be observed. Full cooperation in implementing the Department's consolidation policy as well as the policies of the General Services Administration under the Executive Order should be sought and given. At each location, good quality space convenient to the public is necessary for program efficiency. Where unable to reach agreement with the General Services Administration on these points, the full facts on the case should be submitted to the Office of Plant and Operations.

The procedures outlined in this memorandum do not supersede the requirements of 1 AR 674 requiring prior approval of the Administrative Assistant Secretary for the establishment or change in location (between cities) or abolishment of offices listed in that regulation. Committee approval of independent space acquisition by one or more agencies, if such approval would preclude consolidation with other agencies within a reasonable period of time, is not within the spirit of Memorandum No. 1492 which envisions the eventual consolidation of all County and State Offices.

Joseph M. Robertson
Administrative Assistant Secretary

Attachment

Growth Through Agricultural Progress

SPACE

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

May 20 1953

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Joseph M. Robertson
Administrative Assistant Secretary

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

December 30 1964

SECRETARY'S MEMORANDUM NO. 1492, SUPPLEMENT 4

Government-Wide Central Services

Secretary's Memorandum No. 1492 revitalized interest and provided mechanisms for institution of joint common services by Department agencies. Bureau of the Budget Circular No. A-68, dated August 28, 1964, copy attached, extends this central services concept to all agencies of the Federal Government with the program to be under the direction of the General Services Administration.

Department policy will be to cooperate fully in establishment and operation of Government-wide central services as projected by the Bureau of the Budget Circular A-68. Responsibilities under designated provision of the Circular are as follows:

STUDIES.--(3) The Department representative on study groups will be the Chairman of the appropriate State Administrative Committee. He may designate an on-site representative. The full Committee should recommend action to be taken by the Department on proposed joint services for each field location involved. Agency committee representatives will be responsible for determining through appropriate channels individual agency position and supplying required data.

APPEALS.--(4.a) Agency requests to be excluded from a particular central service facility shall be submitted through the agency's central office under procedure established in Secretary's Memorandum No. 1492, Supplement 2. Final determination of Department position will be made by the Assistant Secretary for Administration.

TENANT COMMITTEES.--(4.c) If each agency is not to be represented on a Tenant Committee, State Administrative Committee, by mutual agreement, will designate the Department representatives on the Committee.

ORGANIZATION

SERVICE COMPLAINTS.--(4.d) Service complaints should be channelled through the State Administrative Committee to the Department. The Department will discuss the problem with the Central Office of General Services Administration and request actions to provide the required services.

BUDGET & FISCAL ARRANGEMENT.--(2.b & 6) Questions involving fiscal and budgetary policies and procedures shall be referred to the ~~Director of Finance and Budget Officer~~ Office of Budget and Finance for determination.

DOCUMENTATION.--State Administrative Committee action on central services shall be included as part of the minutes of its meeting and forwarded to the Department as provided in Memorandum No. 1492, Supplement No. 2.

Joseph M. Robertson
Assistant Secretary for Administration

EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
WASHINGTON, D.C. 20503

August 28, 1964 CIRCULAR NO. A-68

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Establishment of central supporting service facilities in headquarters and field office locations

1. Purpose. The purpose of this Circular is to provide policies and procedures under which central supporting services may be established in Federal office buildings occupied by a number of executive agencies, and operated where appropriate by the General Services Administration or other agencies.

The General Services Administration is currently providing various centralized services to Federal agencies in such fields as office and storage space, supplies and materials, communications, records management, and transportation services. Centralization of other supporting services or activities such as health units, printing and duplicating shops, use of training devices and facilities, use of large conference rooms, and central facilities for receipt and dispatch of mail, may be feasible with resulting economies in personnel and space. Opportunities to effect economies through planned consolidations of such services occur particularly during the design stage of the construction of new Federal buildings. The objectives of this program are to increase efficiency and to achieve economies where a central supporting service facility can achieve these results without hampering program activities or essential internal administration of the agencies to be served.

2. Policies.

a. Executive agencies are encouraged and expected to cooperate fully in studies regarding prospective establishment of central services, and in the use of such services after establishment, as a means of achieving economies and improved utilization of manpower, equipment, and space. Agencies will be expected to discontinue similar services where a central support service is available.

b. Arrangements with regard to reimbursement will conform to existing law. Normally, reimbursement will be made for the use of established services except where the cost is nominal or where reimbursement may not be practicable.

3. Studies to be conducted. The Administrator of General Services will conduct studies on his own initiative or at the request of an interested agency of locations where a centralized supporting service facility may be feasible. Before initiating any such study, the Administrator will give at least 30 days notice to the head of any executive agency that would be served by the proposed facility. Notice should contain an indication of cost elements involved, and indicate intended procedures to be followed in the study. The head of each executive agency receiving such notice will be asked to designate one or more officials at the location with whom representatives of the General Services Administration may consult, and to make available such information and assistance as is required or pertinent for an adequate review of the proposed installation.

If the Administrator determines, on the basis of such study, that establishment of the proposed facility is in accord with the objectives of this program, he will prepare a formal report to that effect. Where mutual agreement is reached an agency other than GSA may be designated by the Administrator of General Services to administer the service or facility. Each report will include:

a. An explanation of advantages to be gained from the standpoints of increased economy, efficiency, and service, with due regard to the program and internal administrative requirements of the agencies to be served.

b. A comparison of estimated costs between the proposed centralized operation and separate agency operations. Estimated cost savings will be projected on an annual basis over a three-year period.

c. A statement of the date such facility can be fully operational.

The Administrator will send a copy of this report to the head of each executive agency affected, and to the Director of the Bureau of the Budget.

4. Establishment and operation.

a. Negotiations, arrangements, and agreements for participation are primarily the responsibilities of the General Services Administration and the agencies involved. While a formal appeal procedure is believed unnecessary under this program, any agency desiring to explain its inability to participate may do so through a letter to the Director, Bureau of the Budget, with a copy to the Administrator of General Services.

b. Any proposed centralization of printing activities under this program will be in accord with the rules and regulations of the Joint Committee on Printing.

c. "Tenant committees" will be established to assist GSA or such other agency as may be responsible for the administration and coordination of the facility or service.

d. Agency heads may bring problems of service and cost to the attention of the Administrator, who will give such problems prompt attention.

e. Services rendered by a facility established under this program may be discontinued or curtailed if no actual savings are realized from its operation during a reasonable period. Once established, a facility should be operated for a minimum of one year, in order to develop accurate cost information. The Administrator will consult with agencies in regard to timing of curtailment or discontinuance of any service and in any event shall give agency heads concerned at least 60 days notice before taking such action.

5. Development of program criteria. On the basis of experience under this program, the Administrator will develop criteria as to cost comparisons, production needs, size of building population, number of agencies involved, and other appropriate factors for consideration in determining the practicability of establishing various types of common services.

6. Budget review. The costs, staffing and utilization of established central service facilities, similar facilities operated by non-participating agencies, and proposals for the establishment of new central services will be considered by the Bureau of the Budget in its annual review of budget requirements.

ELMER B. STAATS
Acting Director

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

November 28 1973

SECRETARY'S MEMORANDUM NO. 1492 (REVISED)

Program to Establish U. S. Agricultural Service Centers

1. Purpose. This memorandum creates a nationwide program within USDA to establish U. S. Agricultural Service Centers as local USDA field offices and assigns responsibilities for implementing the program.

2. Background. The Department of Agriculture has a large and complex field structure. Nearly 90% of all USDA employees are located outside of the Washington, D. C., Metropolitan Area. USDA agencies maintain many independent field structures and approximately 15,000 different offices.

The efficiency and economy with which this large segment of the Department's resources are managed has long been a concern of the Secretary's Office. In 1962, Secretary's Memorandum No. 1492 and supplements thereto gave emphasis and substance to this concern. In the 11 years since this program was started, some real progress has been made, but not enough. Public concern has been registered in the recent Rural Development Act in which Congress calls for location of all units of the Department concerned with rural development in single field offices. It is now time to revitalize this program with a dynamic new effort.

For the purposes of rededicating our efforts and carrying out the Congressional mandate, I am hereby creating a nationwide program to establish U. S. Agricultural Service Centers as local USDA field offices.

The following Departmental objectives for this program are established:

1. Develop a system of U. S. Agricultural Service Centers providing the fullest possible range of services to USDA client groups at a single location -- "one-stop service."

2. Provide for center location near market areas where farmers and other rural residents generally conduct business.

3. Consider possible elimination of marginally effective USDA field offices.

4. Establish centers in which resident agencies share common housing with a common entrance, as well as office equipment and personnel.

ORGANIZATION

The principal agencies considered for inclusion in these centers are the Agricultural Stabilization and Conservation Service (ASCS), Soil Conservation Service (SCS), Farmers Home Administration (FHA), and Federal Crop Insurance Corporation (FCIC). Additionally, field offices of other USDA agencies as well as staff offices will be considered for inclusion in the centers.

3. Responsibilities. To place in operation the policies and plans outlined in this memorandum I hereby authorize that:

1. A Steering Committee be established with the Under Secretary as Chairman to direct and oversee this effort. All Assistant Secretaries, the Director of Agricultural Economics, the Counselor to the Secretary, the Directors of the Offices of Budget and Finance, Information Systems, Personnel, Plant and Operations, and the Office of Field Operations, and the Assistant to the Under Secretary, will be members.

2. The Assistant to the Under Secretary assume responsibility for public information relating to the program.

3. The Assistant Secretary for Administration establish the Office of Field Operations, composed of representatives from key agencies and staff offices, to carry out the objectives established by the Steering Committee. The Assistant Secretary for Administration will be responsible for implementing the program and will develop, for the review and approval of the Steering Committee, guidelines for the implementation of the program.

4. State Administrative Committees be reorganized, where necessary, to provide that in each state and Puerto Rico the officers consist of the State Head, or if no state office is located in the state, the agency representative, of each of the following:

Agricultural Stabilization and Conservation Service (State Executive Officer)

Farmers Home Administration (State Director)

Soil Conservation Service (State Conservationist)

Federal Crop Insurance Corporation

Heads of all other USDA agencies shall designate a representative to serve with the above listed agencies when one or more of its field offices is located in the State. The State Director of Extension, or his representative, is invited to participate in committee deliberations on items involving activities of the Extension Service.

The authority hereby vested in the above agency committee representatives may not be delegated.

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The authority hereby vested in the above agency committee representatives may not be delegated.

For purposes of establishing the U. S. Agricultural Service Centers the State Administrative Committee shall be responsible for:

1. Developing, consistent with guidelines provided by the Steering Committee, a state plan recommending the establishment of U. S. Agricultural Service Centers within its state.

2. Providing liaison and consultation with regional GSA personnel and recognized union personnel at the state and local level.

3. Implementing, as required, decisions relating to the establishment of U. S. Agricultural Centers within its state.

Existing State Administrative Committees shall be reorganized, where necessary, in each State and Puerto Rico to reflect the election of officers representing the four previously mentioned agencies. The current committee chairmen are responsible for inviting designated agency representatives to elect the required officers. Each officer so elected will serve until June 30, 1974. The chairman of each committee, including those requiring no reorganization, will submit the names of all officers to the Office of Plant and Operations as soon as possible, but not later than, December 31, 1973.

Detailed guidelines governing the operational procedures and responsibilities of the State Administrative Committees will be issued on or about January 2, 1974.

Miscellaneous:

The Assistant Secretary for Administration is authorized to take such actions and to make such transfers of funds as are necessary to implement the provisions of this Memorandum.

All other provisions of Secretary's Memorandum No. 1492 and supplements, not superseded herein, remain in force.

Earl L. Butz

Secretary of Agriculture

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

SECRETARY'S MEMORANDUM NO. 1492 (REVISED)

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For the purposes of rededicating our efforts and carrying out the Congressional mandate, I am hereby creating a nationwide program to establish U. S. Agricultural Service Centers as local USDA field offices.

The following Departmental objectives for this program are established:

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2. Provide for center location near market areas where farmers and other rural residents generally conduct business.

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Miscellaneous:

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All other provisions of Secretary's Memorandum No. 1492 and supplements, not superseded herein, remain in force.

COMMITTEES

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

February 8, 1962.

MEMORANDUM NO. 1493

Advisory Committee on Hog Cholera Eradication

Development of plans and procedures for the eradication of hog cholera is of immediate concern to the swine industry and the Department of Agriculture.

In order to bring the experience and knowledge of growers and groups associated with the swine industry to bear on these problems, I am establishing an Advisory Committee on Hog Cholera Eradication under the provisions of Public Law 87-209, the Act which provides for a national hog cholera eradication program.

This Committee will meet at my request to advise the Department of Agriculture in all phases of initiating and carrying out a cooperative State-Federal program to eradicate this disease. The Committee will serve for an indefinite period. Funds will be available for reimbursement of travel and per diem expenses of Committee members.

Dr. R. J. Anderson, Assistant Administrator for Regulatory Programs, Agricultural Research Service, will represent the Department and serve as Chairman of the Committee. Other members are as follows:

Roy E. Battles
Wilmer E. Bendix
A. Dewey Bond
Phil Campbell
Andy W. Crawford
Charles S. Greene
Reuben Johnson
Fred M. Murdock
C. T. Sanders
Wayne Townsend
Delmar E. Valine, Sr.

Orville L. Freeman
SECRETARY

Eradication

COMMITTEES (Hog Cholera, Advisory)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

February 8, 1963.

MEMORANDUM NO. 1493

Advisory Committee on Hog Cholera Eradication

Development of plans and procedures for the eradication of hog cholera is of immediate concern to the swine industry and the Department of Agriculture.

In order to bring the experience and knowledge of growers and groups associated with the swine industry to bear on these problems, I am establishing an Advisory Committee on Hog Cholera Eradication under the provisions of Public Law 87-209, the Act which provides for a national hog cholera eradication program.

This Committee will meet at my request to advise the Department of Agriculture in all phases of initiating and carrying out a cooperative State-Federal program to eradicate this disease. The Committee will serve for an indefinite period. Funds will be available for reimbursement of travel and per diem expenses of Committee members.

Dr. R. J. Anderson, Assistant Administrator for Regulatory Programs, Agricultural Research Service, will represent the Department and serve as Chairman of the Committee. Other members are as follows:

Roy E. Battles
Wilmer E. Dendix
A. Dewey Pond
Phil Campbell
Andy W. Crawford
Charles S. Greene
Reuben Johnson
Fred M. Hurlock
C. T. Sanders
Wayne Townsend
Delmar T. Valine, Sr.

Orville L. Freeman
SECRETARY

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

February 13, 1962.

MEMORANDUM NO. 1494

International School Lunch Program Expansion Study Committee

I have established a special Departmental Study Committee to survey new measures to expand international school lunch programs under Public Law 480.

The membership of the Committee is as follows:

Howard P. Davis, Agricultural Marketing Service, Chairman
Frank D. Barlow, Economic Research Service
Irwin R. Hedges, Foreign Agricultural Service
Eunice L. Heywood, Federal Extension Service
Arthur Mead, Office of the Secretary
Dr. Esther F. Phipard, Agricultural Research Service
Clifford G. Pulvermacher, Agricultural Stabilization and Conservation Service

The efforts of the Committee will be directed toward broadening the scope of the international child feeding programs to include the establishment of school lunch programs that more nearly meet one-third of the child's daily nutritional requirements. The study will include measures which can be undertaken by the U. S. Government and private and public non-profit agencies.

The Committee will base its studies on the work done under the World Food Budget and other similar and related studies, a review of data on current overseas school feeding programs, and experience in developing the School Lunch Program in this country. The Committee will consult with other U. S. Government and voluntary agencies.

Orville L. Freeman
SECRETARY

COMMITTEES (School Lunch Program Expansion Study)

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

February 20, 1962

SECRETARY'S MEMORANDUM NO. 1495

Assignment of Functions

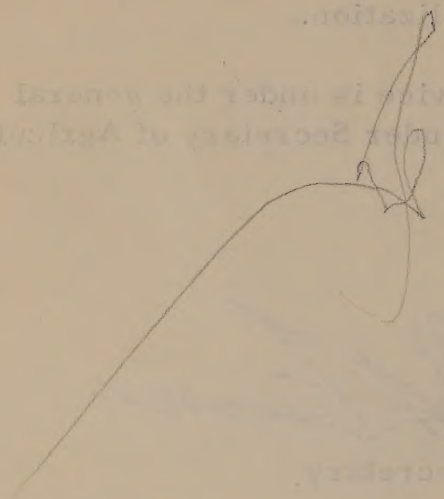
Effective immediately, and notwithstanding the provisions of 1 AR 9 and 10, the following changes in assignments are made:

(a) Mr. John P. Duncan is designated Assistant Secretary for Marketing and Stabilization.

(b) The Agricultural Marketing Service, the Commodity Exchange Authority, the Agricultural Stabilization and Conservation Service, and Federal Crop Insurance Corporation are under the general direction and supervision of the Assistant Secretary for Marketing and Stabilization.

(c) The Foreign Agricultural Service is under the general direction and supervision of the Under Secretary of Agriculture.

Orville L. Freeman
Secretary



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

March 23, 1962.

SECRETARY'S MEMORANDUM NO. 1496

The National Agricultural Library

The Organic Act of 1862, establishing the Department of Agriculture, sets forth a basic mission "to acquire and diffuse among the people of the United States useful information on subjects connected with agriculture in the most general and comprehensive sense of the word", and places upon the Department the duty of acquiring and preserving all information concerning agriculture.

Beginning with the one thousand volumes transferred from the Patent Office in 1862, the library collection has grown to over one million volumes during this one hundred years. Today the Library of the Department of Agriculture is, next to the Library of Congress, the largest Government library in existence. The information contained in the collection is disseminated through bibliographies, loans, photocopies and reference services to agricultural colleges and universities, research institutions, Government agencies, agricultural associations, industry, individual scientists, farmers and ranchers, and the general public in the United States and in every part of the world.

From the date of its inception the Library of the Department of Agriculture has served as a national library, and is generally considered today as the national agricultural library. It is appropriate and fitting, therefore, as we observe the centennial of the founding of the Department, that the national scope of its collection and services be recognized in its name.

Accordingly, the Library of the Department of Agriculture is hereby designated, and shall be known as, the National Agricultural Library.

Orville L. Freeman
SECRETARY

ORGANIZATION 1 (Library)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

SECRETARY'S MEMORANDUM NO. 1776

The National Agricultural Library

The Organic Act of 1862, establishing the Department of Agriculture, sets forth a basic mission "to acquire and diffuse among the people of the United States useful information on subjects connected with agriculture in the most general and comprehensive sense of the word", and places upon the Department the duty of acquiring and preserving all information concerning agriculture.

Beginning with the one thousand volumes transferred from the Patent Office in 1862, the library collection has grown to over one million volumes during this one hundred years. Today the Library of the Department of Agriculture is, next to the Library of Congress, the largest Government library in existence. The information contained in the collection is disseminated through bibliographies, loans, photocopies and reference services to agricultural colleges and universities, research institutions, Government agencies, agricultural associations, industry, individual scientists, farmers and ranchers, and the general public in the United States and in every part of the world.

From the date of its inception the Library of the Department of Agriculture has served as a national library, and is generally considered today as the national agricultural library. It is appropriate and fitting, therefore, as we observe the centennial of the founding of the Department, that the national scope of its collection and services be recognized in its name.

Accordingly, the Library of the Department of Agriculture is hereby designated, and shall be known as, the National Agricultural Library.

Orville L. Freeman
SECRETARY

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

March 23, 1962.

See MEMORANDUM NO. 1497

Exercise of the Executive Privilege

A recent letter from the President to the Chairman of the Special Government Information Subcommittee of the House Committee on Government Operations is printed on the reverse of this memorandum. It states the policy that the executive privilege of withholding information from the Congress may be invoked only by the President and may be used only with his specific approval.

Regulations of the Department (1 AR 534-542), provide generally that official records be made available to the public to the maximum extent possible, and stipulate the very few areas of limitation. Should any head of agency find that it is necessary to invoke authority other than these regulations to support his failure to disclose information, the facts should be submitted to the Secretary for consideration in the light of the President's policy and determination.

Joe Robertson

Joseph M. Robertson
Administrative Assistant Secretary

Growth Through Agricultural Progress

PUBLIC RELATIONS 12

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

MEMORANDUM NO. 1227

Exercise of the Executive Privilege

A recent letter from the President to the Chairman of the Special Government Information Subcommittee of the House Committee on Government Operations is printed on the reverse of this memorandum. It states the policy that the executive privilege of withholding information from the Congress may be invoked only by the President and may be used only with his specific approval.

Regulations of the Department (7 AM 734-736) provide generally that official records be made available to the public to the maximum extent possible, and stipulate the very few areas of limitation. Should any head of agency find that it is necessary to invoke authority other than those regulations to support his failure to disclose information, the facts should be submitted to the Secretary for consideration in the light of the President's policy and determination.

Ezra Taft Benson

Ezra Taft Benson
Secretary

PUBLIC RELATIONS V-2

THE WHITE HOUSE

WASHINGTON

March 7, 1962

Dear Mr. Chairman:

This is in reply to your letter of last month inquiring generally about the practice this Administration will follow in invoking the doctrine of executive privilege in withholding certain information from the Congress.

As your letter indicated, my letter of February 8 to Secretary McNamara made it perfectly clear that the directive to refuse to make certain specific information available to a special subcommittee of the Senate Armed Services Committee was limited to that specific request and that "each case must be judged on its merits".

As you know, this Administration has gone to great lengths to achieve full cooperation with the Congress in making available to it all appropriate documents, correspondence and information. That is the basic policy of this Administration, and it will continue to be so. Executive privilege can be invoked only by the President and will not be used without specific Presidential approval. Your own interest in assuring the widest public accessibility to governmental information is, of course, well known, and I can assure you this Administration will continue to cooperate with your subcommittee and the entire Congress in achieving this objective.

Sincerely,

s/ JOHN F. KENNEDY

Honorable John E. Moss
Chairman
Special Government Information
Subcommittee of the Committee
on Government Operations
House of Representatives
Washington, D. C.

s/s

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

April 16, 1962

SECRETARY'S MEMORANDUM NO. 1498

Committee on Agricultural Science

1. PURPOSE. A panel of the President's Science Advisory Committee has recommended the establishment of a committee of scientists to advise the Department on agricultural research. The function of such a group would include a continuing evaluation of the program of research supported by funds administered by the Department, recommending desirable changes in the existing program, and advising the Department concerning means of increasing the emphasis on, and the effectiveness of, basic research. Concurring in the need for such an advisory body, I am establishing a Committee on Agricultural Science to be composed of eminent scientists representing such disciplines as genetics, microbiology, ecology, nutrition, physiology, entomology, engineering, biochemistry, physics, rural sociology, marketing, and economics.

2. TENURE OF COMMITTEE. The Committee will meet periodically, as its activities may require, and will serve for an indefinite period. ~~Members of the Committee will be eligible~~ Funds will be available for reimbursement of travel and other official expenditures ~~according to applicable statutes and regulations of the Department of Agriculture.~~ of committee members.

3. MEMBERSHIP. Fifteen members have been appointed to serve on the Committee, as follows:

Dr. W. M. Myers, University of Minnesota, Chairman
Dr. A. G. Norman, University of Michigan
Dr. W. C. Bramble, Purdue University
Dr. J. K. Loosli, Cornell University
Dr. W. G. Kubicek, University of Minnesota
Dr. Edward A. Steinhaus, University of California
Dr. W. T. S. Thorp, University of Minnesota
Prof. Roy Bainer, University of California
Dr. M. B. Russell, University of Illinois
Dr. M. E. John, Pennsylvania State University
Dr. R. G. Bressler, University of California
Dr. R. L. Clodius, University of Wisconsin
Dr. C. E. Bishop, North Carolina State College
Dr. M. M. Kelso, University of Arizona
Dr. Melvin Calvin, University of California

Growth Through Agricultural Progress

COMMITTEES (Science Advisory, Presidents)

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

SECRETARY'S MEMORANDUM NO. 1992

Committee on Agricultural Science

1. PURPOSE. A panel of the President's Science Advisory Committee has recommended the establishment of a committee of scientists to advise the Department on agricultural research. The function of such a group would include a continuing evaluation of the program of research supported by funds administered by the Department, recommending desirable changes in the existing program, and advising the Department concerning means of increasing the emphasis on, and the effectiveness of, basic research. Concurring in the need for such an advisory body, I am establishing a Committee on Agricultural Science to be composed of eminent scientists representing such disciplines as genetics, microbiology, ecology, nutrition, physiology, entomology, engineering, biochemistry, physics, rural sociology, marketing, and economics.

2. DUTIES OF COMMITTEE. The Committee will meet periodically, as its activities may require, and will serve for an indefinite period. Members of the Committee will be eligible for reimbursement of travel and other official expenditures according to applicable statutes and regulations of the Department of Agriculture.

3. MEMBERSHIP. Fifteen members have been appointed to serve on the Committee, as follows:

Dr. W. M. Myers, University of Minnesota, Chairman
Dr. A. G. Norman, University of Michigan
Dr. W. C. Bramble, Purdue University
Dr. J. K. Loosli, Cornell University
Dr. W. G. Kubicek, University of Minnesota
Dr. Edward A. Steinhaus, University of California
Dr. W. T. S. Thorp, University of Minnesota
Prof. Roy Bainer, University of California
Dr. M. B. Russell, University of Illinois
Dr. M. E. John, Pennsylvania State University
Dr. R. G. Dressler, University of California
Dr. R. I. Cladius, University of Wisconsin
Dr. C. E. Bishop, North Carolina State College
Dr. M. M. Kelso, University of Arizona
Dr. Melvin Calvin, University of California

Dr. E. C. Elting, Deputy Administrator for Research Planning and Coordination, Agricultural Research Service, is designated as the official USDA representative and will act as executive secretary of the Committee.

Orville L. Freeman

Secretary

Dr. R. C. Kiting, Deputy Administrator for Research Planning and Coordination, Agricultural Research Service, is designated as the official USDA representative and will act as executive secretary of the Committee.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

June 12, 1962

SECRETARY'S MEMORANDUM NO. 1498, SUPPLEMENT 1

Committee on Agricultural Science

1. SUBCOMMITTEES AUTHORIZED. The Committee on Agricultural Science established by Secretary's Memorandum No. 1498 is authorized to utilize subcommittees assigned to specific areas in its review of the Department's research programs.

2. FUNCTIONS OF SUBCOMMITTEES. Operating under chairmen selected from the Committee on Agricultural Science, each subcommittee may include 3 to 5 members appointed to serve on a particular subcommittee. The subcommittees may not make recommendations nor release information to the public except through the full Committee on Agricultural Science. The requirement is waived that a full-time Department employee serve as the official USDA representative for each subcommittee. Upon completion of their respective assignments the subcommittees shall be terminated.

Orville L. Freeman
SECRETARY

COMMITTEES (Science, Adv.)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

SECRETARY'S MEMORANDUM NO. 1419, SUPPLEMENT 1

Committee on Agricultural Science

1. SUBCOMMITTEES AUTHORIZED. The Committee on Agricultural Science established by Secretary's Memorandum No. 1419 is authorized to utilize subcommittees assigned to specific areas in the review of the Department's research programs.

2. FUNCTIONS OF SUBCOMMITTEES. Operating under chairmen selected from the Committee on Agricultural Science, each subcommittee may include 3 to 5 members appointed to serve on a particular subcommittee. The subcommittees may not make recommendations nor release information to the public except through the full Committee on Agricultural Science. The requirement is waived that a full-time Department employee serve as the official USDA representative for each subcommittee. Upon completion of their respective assignments the subcommittees shall be terminated.

Dr. Rasmussen

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

April 26, 1962

SECRETARY'S MEMORANDUM NO. 1499

Passports and Visas for Official Overseas Travel

All employees traveling abroad on official business for the Department, will obtain official passports and official visas (when required) before departing from the United States. A few countries require no visas for business or pleasure. Tourist cards and tourist visas may not be used when travel is for official business.

In order to obtain an official passport, an employee must file Form DSP-11, Passport Application, in person with the Department of State. In addition the employee's Agency must forward a completed AD-121, Passport Request, to the Foreign Agricultural Service, (first carbon to be initialed by official authorizing travel), for transmittal to the Passport Office, before the passport can be issued. The Passport Office notifies the American Embassy in each country listed on the AD-121 of the impending visit.

The Foreign Travel Branch of the Foreign Agricultural Service, after receipt of the passport from the Passport Office, will obtain all necessary visas. If the itinerary of the countries to be visited should be changed before departing from the United States, the Foreign Agricultural Service should be notified immediately by memorandum. They will then notify the Passport Office, so that the American Embassies can be notified of the change.

If the itinerary is changed after the employee is abroad, he should consult the nearest American Embassy regarding the obtaining of official visas. It is then the responsibility of the employee to notify the American Embassies of any changes in his schedule. New countries added to the schedule should be notified when the employee will arrive and what he intends to do and countries removed from the itinerary should be notified that the employee no longer plans to visit there.

The Foreign Agricultural Service will assist employees in obtaining passports, visas, and in making travel arrangements, and the Agricultural Attaches abroad will assist in arranging contacts in

their respective areas. The Foreign Agricultural Service will need at least 15 copies of all itineraries, plus a copy for each country to be visited, in order to facilitate these arrangements.

Nothing in this memorandum shall be construed as eliminating the requirement that security clearance for foreign travel must be obtained.

Joseph M. Robertson
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

May 23, 1962.

MEMORANDUM NO. 1500

Clearance of Secretary's Memoranda, Official Reports and Similar Documents of Major Program Significance

1. Coordination Important. It is essential that certain types of documents expressing Secretarial policy, and those containing Department recommendations for consideration of the Executive Office of the President and the Congress, receive in the Department thorough analysis and review. Furthermore, when policy determinations are made and recommendations formulated, an effective clearance procedure should provide for timely information to Department and agency officials concerned. This memorandum assigns coordinating responsibility and prescribes procedure designed to accomplish these objectives.

2. Analytical Review. Budgetary, legislative, legal, and program issues are often encountered in the types of material within the scope of this memorandum. For that reason the Office of Budget and Finance is assigned responsibility for analytical review prior to consideration of such material in the Office of the Secretary. Incident to analysis of subject-matter content and collateral considerations, the Office of Budget and Finance shall review the clearances obtained to assure that they constitute adequate coordination within the Department.

3. Procedure for Clearance. Department and agency officials who originate types of material described below should route the documents for appropriate clearance and review by other agencies interested or affected. Such routing shall include the Office of General Counsel, where legal implications are involved, followed by the Office of Budget and Finance. The latter Office will review such documents and ascertain that all necessary clearances have been obtained before they are submitted to appropriate officials in the Office of the Secretary for consideration.

4. Materials Affected. The foregoing procedure is applicable to such items as:

   a. Secretary's memoranda (numbered, unnumbered, or directed to Heads of Department Agencies);

   b. Replies to requests received from the Executive Office of the President or the Congress involving program policy matters, when prepared for signature in the Office of the Secretary.

c. Program reports and proposals to the Bureau of the Budget or to the Congress, prepared under legal requirements, regulations, or requests from outside the Department, as well as such material initiated voluntarily in the Department;

d. Program plans developed for consideration by the Secretary's Office, whether or not they are to be transmitted outside the Department;

e. Proposed executive orders or Presidential proclamations;

f. Statements on the Department's programs and plans prepared for incorporation in Presidential messages or similar use;

g. Amendments to Title 9 of the Administrative Regulations and other documents involving program assignments to agencies.

5. Additional Instructions. The Office of Budget and Finance may prescribe any additional instructions and procedures as may be necessary to carry out the provisions of this memorandum. Questions relating to this memorandum should be referred to that Office.

Orville L. Freeman
SECRETARY

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 28, 1962.

SECRETARY'S MEMORANDUM NO. 1501

Verbal Instructions

The U. S. Department of Agriculture of necessity operates under many written directives issued at both Agency and Departmental levels. There are occasions when verbal instructions must be given which may be contrary to existing directives. These instances should not occur often; however, when such instructions must be given verbally, written confirmation should be placed on record by the issuing office within 24 hours. When existing procedures need to be amended to cover future operating requirements, the responsible office should promptly amend the directives concerned.

Joseph M. Robertson
Administrative Assistant Secretary

Growth Through Agricultural Progress

ORGANIZATION

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 28, 1953

SECRETARY'S MEMORANDUM NO. 1570

Verbal Instructions

The U. S. Department of Agriculture of necessity operates under many written directives issued at both Agency and Departmental levels. There are occasions when verbal instructions must be given which may be contrary to existing directives. These instances should not occur often; however, when such instructions must be given verbally, written confirmation should be placed on record by the issuing office within 24 hours. When existing procedures need to be amended to cover future operating requirements, the responsible office should promptly amend the directives concerned.

Joseph M. Robertson
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

May 28, 1962.

MEMORANDUM NO. 1502

Assignment and Coordination of Natural Disaster Responsibilities in USDA

SECTION 1 - GENERAL

1. PURPOSE. This Memorandum outlines the natural disaster and emergency responsibilities of the Department of Agriculture and the organization for carrying them out at the National, regional, State and county levels. It establishes a central point within the Department for assembly of information relative to natural disasters and for overall coordination of the natural disaster programs. It assigns major natural disaster functions to USDA agencies doing related work. It provides for use of the experience gained in dealing with natural disasters in building a capability to handle USDA defense responsibilities.

2. SUMMARY OF USDA NATURAL DISASTER AND EMERGENCY RESPONSIBILITIES. The Department of Agriculture has the following natural disaster program responsibilities:

a. Provide assistance where needed to assure safe and adequate food in natural disaster areas;

b. Provide assistance to farmers in maintenance of their livestock and repair of damage to farms;

c. Salvage of agricultural commodities and facilities affected by the natural disaster;

d. Provide credit where not available from other sources for restoration of farms and farm facilities and for continuing normal farming operations;

e. Control of plant diseases and insect infestations;

f. Control of contagious and infectious livestock diseases;

g. Perform emergency measures necessary to supress fires on or adjacent to National forests and provide aid in supressing other rural fires;

h. Extend credit and provide technical assistance for restoration of electric and telephone service by REA financed systems;

NATIONAL DEFENSE

i. Give technical advice on emergency protection and rehabilitation;

j. Provide and encourage utilization of insurance of crop investments against loss from the many natural hazards beyond the farmer's control.

SECTION 2 - COORDINATION AND LIAISON

3. NATIONAL LEVEL. The Special Assistant to the Secretary on Defense (referred to hereafter as Special Assistant) is responsible to the Secretary for coordinating and facilitating operations of natural disaster programs of USDA. This includes maintaining liaison with executive departments and the Congress with respect to natural disaster matters. Each agency shall inform the Special Assistant of requests for its programs and of the commencement, scope, and termination of any program which is undertaken by the agency. Within the broad general guidance and coordination provided, each agency will continue to carry out its own program responsibilities. The Special Assistant may call on the USDA National Defense Board to provide needed advice.

4. STATE LEVEL. In order to provide a point of contact in each State where information will be available on USDA agency operations with respect to natural disasters or other emergency programs, each USDA agency which administers such programs through offices within the State shall advise the Chairman of the USDA State Defense Board of program actions undertaken in that State with respect to any disaster or emergency. Agencies which operate emergency programs from area offices or through agreements with State Government agencies shall utilize other available means of keeping the appropriate USDA State Defense Board Chairman advised of disaster or emergency actions undertaken. The USDA State Defense Board Chairman will assist in the exchange of such information between USDA agencies and other Government agencies which have need for the information. Other USDA agency representatives who receive inquiries in connection with overall USDA disaster activities within the State shall refer such inquiries to the Chairman. Except for his responsibilities as a focal point for information on all USDA emergency activities, the State Defense Board Chairman will not have direct responsibility for the administration of any natural disaster program except those programs for which he has responsibility in his agency capacity.

SECTION 3 - ASSIGNMENTS OF RESPONSIBILITIES TO AGENCIES

5. AGRICULTURAL MARKETING SERVICE. The Agricultural Marketing Service is responsible for the following functions in connection with natural disasters:

a. Arrange for release of foods available for direct distribution programs for use in feeding needy persons under emergency or disaster conditions;

b. Assist, as appropriate, in obtaining freight rate reductions to facilitate the movement of necessary hay and feed supplies to areas affected by natural disasters or in the movement of livestock from such areas to other areas where adequate pasture or forage exists;

c. Carry out programs necessary to assure a wholesome supply of poultry and poultry products.

6. AGRICULTURAL RESEARCH SERVICE. The Agricultural Research Service is responsible in natural disasters for the operations covering:

a. Control of animal and plant diseases and insects (except forest pests);

b. Carry out necessary control measures to eradicate or prevent spread of such plant and animal diseases and insect infestations;

c. Carry out programs necessary to assure a wholesome supply of meat and meat products.

7. AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE. The Agricultural Stabilization and Conservation Service is responsible in case of natural disasters for programs relating to farm production of crops and livestock affected and for necessary measures for conservation and restoration of farmland including:

a. Donation of CCC-owned feed grain to provide relief for livestock when needed as a result of a disaster;

b. Sale of CCC-owned feed grain in designated emergency areas;

c. Authorization of grazing or haying on conservation reserve acres or other acres under supply-adjustment programs;

d. Provision for emergency conservation measures to control severe wind damage of farmland or to rehabilitate farmlands damaged by wind erosion, floods, hurricanes, and other natural disasters;

e. Emergency wildlife feeding assistance and provision of measures for protecting farm crops from heavy concentrations of migratory waterfowl and protecting both migratory and resident wildlife.

8. COOPERATIVE EXTENSION SERVICE. The Cooperative Extension Service is responsible for providing advice to farmers on cleanup of damage property, sanitary measures, water supply and sewage disposal, insect infestations, disaster-caused power failures, feed and water for livestock and many other problems of safety and welfare that accompany a major disaster.

9. FARMERS HOME ADMINISTRATION. The Farmers Home Administration is responsible for making emergency loans available to farmers in areas designated by the Secretary upon his finding that natural causes have created a need for agricultural credit which cannot be met temporarily by responsible local sources. Emergency loans may be made to enable farmers to resume their normal farming operations, including the rehabilitation and repair of farm facilities, the purchase of feed for livestock, farm operating and living expenses, and for other related purposes.

The Farmers Home Administration is also responsible for recommending to the Secretary, in accordance with established procedures, the designation of natural disaster areas in which emergency loans may be made. The Special Assistant and State and County USDA Defense Board chairmen should be informed by FHA of emergency loan designations as they are made.

10. RURAL ELECTRIFICATION ADMINISTRATION. The Rural Electrification Administration is responsible for providing credit, advice, and technical assistance on restoration of electric power and telphone service.

11. FOREST SERVICE. The Forest Service responsibilities in a natural disaster include:

a. Assistance to the States in control of forest fires including providing trained overhead suppression forces, equipment, materials, and supplies as may be required to meet the emergency;

b. Provide fire control on National forest and adjacent lands;

c. Provide emergency forest pest control on National forests and, in cooperation with State agencies, on State and privately-owned forest lands;

d. Provide assistance, including use of equipment, materials, and supplies in flood, hurricane and other similar disasters.

e. Restore facilities and perform other emergency measures on National forest lands damaged by natural disasters.

12. SOIL CONSERVATION SERVICE. The Soil Conservation Service is responsible for providing technical assistance in the rehabilitation of disaster-damaged agricultural lands, emergency protection against high water, loan of heavy earth-moving equipment, and assistance in transportation problems when major highways cannot be used.

13. FEDERAL CROP INSURANCE CORPORATION. The Federal Crop Insurance Corporation is responsible for providing immediate service to insured farmers through indemnity checks when natural disasters destroy their crops and providing farmers through its insurance guarantees a risk-sharing way to strengthen their financial and credit status following natural disasters.

SECTION 4 - PROGRAM ADMINISTRATION

14. AGENCY PROGRAMS. Each of the USDA agencies assigned natural disaster responsibilities under Section 3 shall develop and maintain the appropriate program or programs needed to carry out these assignments. The administrative channels and procedures established to carry out assigned defense responsibilities shall be utilized to the extent feasible. Whenever possible, the agency representative with responsibility for the agency program in a defense emergency should also direct or coordinate agency responsibilities relative to natural disasters in the same area. Natural disaster operations should

be utilized to develop a capability to meet a National defense emergency and programs and procedures developed to handle natural disaster shall, to the maximum extent possible, be the same plans or adaptations of the plans to be used in a defense emergency.

15. NATURAL DISASTER REQUESTS TO USDA FIELD OFFICES. Any USDA county or other field office employee receiving a request for natural disaster assistance shall refer such a request:

a. If within his own agency's area of responsibility, to the agency's county, State, or National office, as appropriate;

b. If outside of the area of responsibility of his own agency, to the responsible agency official.

Each agency official operating at the county or local level is responsible for keeping the Chairman of the USDA County Defense Board advised of natural disaster activities of his agency within the county.

16. LIAISON WITH OEP AREA OFFICES. Liaison with the Area Offices of the Office of Emergency Planning (OEP) relative to natural disasters shall be provided by the USDA Regional Liaison Representatives following directions from the Special Assistant. These USDA Regional Liaison Representatives will serve as a clearing house for exchange of information on requests for disaster assistance, but will not participate in the operation or direction of agency programs.

17. LIAISON WITH OTHER FEDERAL AGENCIES. The Office of the Special Assistant shall have primary responsibility for maintaining and coordinating liaison with agencies outside USDA at the national level on natural disasters.

18. STATE AND COUNTY USDA DISASTER COMMITTEES. All State and County USDA Disaster Committees are hereby established as subcommittees of the State and County Defense Boards. These natural disaster subcommittees shall continue to be called State and County USDA Disaster Committees and shall retain the authority and functions previously performed. The membership of the State USDA Disaster Committee shall comprise the Chairman, ASC State Committee, who shall also be chairman of the State USDA Disaster Committee, and the State Directors respectively of the Extension Service and the Farmers Home Administration. The County USDA Disaster Committee shall comprise the Chairman, ASC County Committee, who shall also be Chairman of the County USDA Disaster Committee, the County Extension Agent and the County Supervisor of the Farmers Home Administration. The Chairman of the State and County Defense Board respectively shall be the Executive Secretary of the State and County USDA Disaster Committee. The Executive Secretary of the State and County USDA Disaster Committee respectively shall be responsible for keeping members of the Defense Boards fully informed of requests for disaster assistance and of commencement, scope and termination of approved programs.

SECTION 5 - SUPERSEDENCE OF EXISTING DIRECTIVES

19. SUPERSEDED DOCUMENTS. This Memorandum supersedes and cancels Secretary's Memorandum No. 1459, "Assignment of Responsibility for Disaster Relief and Distress Programs", and any parts of other documents which are inconsistent with this Memorandum.

Orville L. Freeman

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 25 1963

SECRETARY'S MEMORANDUM NO. 1502 (REVISED)

Assignment and Coordination of Natural Disaster and Peacetime Radiological Disaster Responsibilities in USDA

SECTION 1 - GENERAL

1. PURPOSE. This Memorandum outlines the natural disaster and peacetime radiological disaster responsibilities of the Department of Agriculture and the organization for carrying them out at the National, regional, State and county levels. It establishes a central point within the Department for assembly of information relative to disasters and for overall coordination of these programs. It assigns major functions to USDA agencies doing related work and it provides for use of the experience gained in dealing with these disasters in building a capability to handle USDA defense responsibilities.

As used in this memorandum, the term "natural disaster" is any flood, drought, fire, hurricane, earthquake, storm or other catastrophe which in the determination of the President or Secretary is or threatens to be of sufficient severity and magnitude to warrant assistance by the Federal Government to supplement efforts and resources of State and local governments. For the purpose of this memorandum, "natural disaster" includes radiological contamination above an acceptable level resulting from any cause other than an attack upon the United States.

2. SUMMARY OF USDA NATURAL DISASTER RESPONSIBILITIES. The Department of Agriculture has the following natural disaster program responsibilities in the affected areas:

a. Provide assistance, where needed, to assure safe and adequate food;

b. Provide assistance to farmers in maintenance of their livestock and repair of damage to farms;

c. Provide assistance to farmers wherever radiological fallout affects farm operations or production;

d. Salvage of agricultural commodities and facilities;

e. Provide credit where not available from other sources for restoration of farms and farm facilities and for continuing normal farming operations;

f. Control of plant diseases and insect infestations;

Growth Through Agricultural Progress

NATIONAL DEFENSE

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 25, 1957

SECRETARY'S MEMORANDUM NO. 1502 (REVISED)

Assignment and Coordination of Natural Disaster
and Peacetime Radiological Disaster
Responsibilities in USDA

SECTION I - GENERAL

1. PURPOSE. This Memorandum outlines the natural disaster and peacetime radiological disaster responsibilities of the Department of Agriculture and the organization for carrying them out at the National, regional, State and county levels. It establishes a central point within the Department for assembly of information relative to disasters and for overall coordination of these programs. It assigns major functions to USDA agencies doing related work and it provides for use of the experience gained in dealing with these disasters in building a capability to handle USDA defense responsibilities.

As used in this memorandum, the term "natural disaster" is any flood, drought, fire, hurricane, earthquake, storm or other catastrophe which in the determination of the President or Secretary is or threatens to be of sufficient severity and magnitude to warrant assistance by the Federal Government to supplement efforts and resources of State and local governments. For the purpose of this memorandum, "natural disaster" includes radiological contamination above an acceptable level resulting from any cause other than an attack upon the United States.

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c. Provide assistance to farmers wherever radiological fallout effects farm operations or production;

d. Salvage of agricultural commodities and facilities;

e. Provide credit where not available from other sources for restoration of farms and farm facilities and for continuing normal farming operations;

f. Control of plant diseases and insect infestations;

g. Control of contagious and infectious livestock diseases;

h. Perform emergency measures necessary to suppress fires on or adjacent to National forests and provide aid in suppressing other rural fires;

i. Extend credit and provide technical assistance for restoration of electric and telephone service by REA financed systems;

j. Give technical advice on emergency protection countermeasures and rehabilitation from effects of a natural disaster;

k. Provide and encourage utilization of insurance of crop investments against loss from the many natural hazards beyond the farmer's control.

SECTION 2 - COORDINATION AND LIAISON

3. NATIONAL LEVEL. The Special Assistant to the Secretary on Defense (referred to hereafter as Special Assistant) is responsible to the Secretary for coordinating and facilitating operations of natural disaster programs of USDA. This includes maintaining liaison with executive departments and the Congress with respect to disaster matters. Each agency shall inform the Special Assistant of requests for its programs and of the commencement, scope, and termination of any natural disaster program which is undertaken by the agency. Within the broad general guidance and coordination provided, each agency will continue to carry out its own program responsibilities. The Special Assistant may call on the USDA National Defense Board to provide needed advice.

4. STATE LEVEL. In order to provide a point of contact in each State where information will be available on USDA agency operations with respect to natural disaster programs, each USDA agency which administers such programs through offices within the State shall advise the Chairman of the USDA State Defense Board of program actions undertaken in that State with respect to any peacetime disaster. Agencies which operate emergency programs from area offices or through agreements with State Government agencies shall utilize other available means of keeping the appropriate USDA State Defense Board Chairman advised of peacetime disaster actions undertaken. The USDA State Defense Board Chairman will assist in the exchange of such information between USDA agencies and other Government agencies which have need for the information. Other USDA agency representatives who receive inquiries in connection with over-all USDA disaster activities within the State shall refer such inquiries to the Chairman. Except for his responsibilities as a focal point for information on all USDA emergency activities, the State Defense Board Chairman will not have direct responsibility for the administration of any natural disaster program except those programs for which he has responsibility in his agency capacity.

5. NATIONAL LEVEL ORGANIZATION FOR EMERGENCY PROGRAMS. To assist in clarifying the inter-relationships between USDA Committees and other committees and programs concerned with natural disaster problems, an organization relationship chart is included.

SECTION 3 - ASSIGNMENTS OF RESPONSIBILITIES TO AGENCIES

6. AGRICULTURAL MARKETING SERVICE. The Agricultural Marketing Service is responsible in case of natural disasters for programs relating to the processing, storage, and distribution of food, including the following functions:

a. Arrange for release of foods available for direct distribution programs for use in feeding needy persons under disaster conditions;

b. Assist, as appropriate, in obtaining freight rate reductions to facilitate the movement of necessary hay and feed supplies to areas affected by natural disasters or in the movement of livestock from such areas to other areas where adequate pasture or forage exists;

c. Carry out programs necessary to assure a wholesome and adequate supply of poultry and poultry products;

d. Develop and administer any programs (excluding meat) found necessary by Food and Drug Administration, Department of Health, Education and Welfare to remove fallout contaminated foods from the market.

7. AGRICULTURAL RESEARCH SERVICE. The Agricultural Research Service is responsible in natural disasters for the operations including:

a. Carrying out necessary control measures to eradicate or prevent spread of plant and animal diseases and insect pests (except forest pests);

b. Carrying out programs necessary to assure a wholesome supply of meat and meat products;

c. Cooperating with other government agencies with assigned responsibilities for research and programs of countermeasures to assure safety of food from contamination by dangerous amounts of radioactive fallout.

8. AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE. The Agricultural Stabilization and Conservation Service is responsible in case of natural disasters for programs relating to production of crops and livestock and for necessary measures for conservation and restoration of farmland including:

a. Donation of CCC-owned feed grain to provide relief for livestock in major disaster areas declared by the President under Public Law 875, 81st Congress;

b. Sale of CCC-owned feed grain to livestock owners in emergency areas determined by the Secretary and in major disaster areas;

c. Authorization of grazing or haying on conservation reserve acres or other acres under supply-adjustment programs;

d. Provision for emergency conservation measures to control severe wind damage of farmland or to rehabilitate farmlands damaged by wind erosion, floods, hurricanes, and other natural disasters;

e. Emergency wildlife feeding assistance and provision of measures for protecting farm crops from heavy concentrations of migratory waterfowl and protecting both migratory and resident wildlife;

f. Develop and, if necessary, carry out a dairy program or programs to assist farmers that had their production operations adversely affected by radioactive fallout as provided for in the Agricultural Act of 1962.

9. COOPERATIVE EXTENSION SERVICE. The Cooperative Extension Service is responsible for providing advice to farmers on emergency problems, including cleanup of damaged property, sanitary measures, water supply and sewage disposal, insect infestations, disaster-caused power failures, feed and water for livestock and many other problems of safety and welfare that accompany any major peacetime disaster.

10. FARMERS HOME ADMINISTRATION. The Farmers Home Administration is responsible for making emergency loans available to farmers in areas designated by the Secretary upon his finding that a peacetime disaster has created a need for agricultural credit which cannot be met temporarily by responsible local sources. Emergency loans may be made to enable farmers to resume their normal farming operations, including the rehabilitation and repair of farm facilities, the purchase of feed for livestock, farm operating and living expenses, and for other related purposes.

The Farmers Home Administration is also responsible for recommending to the Secretary, in accordance with established procedures, the designation of disaster areas in which emergency loans may be made. The Special Assistant and State and County USDA Defense Board Chairmen should be informed by FHA of emergency loan designations as they are made.

11. RURAL ELECTRIFICATION ADMINISTRATION. The Rural Electrification Administration in case of natural disaster is responsible for providing credit, advice, and technical assistance on restoration of electric power and telephone service.

12. FOREST SERVICE. The Forest Service responsibilities in a natural disaster include:

a. Assistance to the States in control of forest fires including providing trained overhead suppression forces, equipment, materials, and supplies as may be required to meet the emergency;

b. Provide fire control on National forest and adjacent lands;

c. Provide emergency forest pest control on National forests and, in cooperation with State agencies, on State and privately-owned forest lands;

d. Provide assistance, including use of equipment, materials, and supplies in flood, hurricane and other similar disasters;

e. Restore facilities and perform other emergency measures on National forest lands damaged by natural disasters.

13. SOIL CONSERVATION SERVICE. The Soil Conservation Service is responsible for providing technical assistance and radiological monitoring in the rehabilitation of natural disaster or fallout damaged agricultural lands, emergency protection against high water, loan of heavy earth-moving equipment, and assistance in transportation problems when major highways cannot be used.

14. FEDERAL CROP INSURANCE CORPORATION. The Federal Crop Insurance Corporation is responsible for providing immediate service to insured farmers through indemnity checks when natural disasters destroy their crops and providing farmers through its insurance guarantees a risk-sharing way to strengthen their financial and credit status following natural disasters.

SECTION 4 - PROGRAM ADMINISTRATION

15. AGENCY PROGRAMS. Each of the USDA agencies assigned natural disaster responsibilities under Section 3 shall develop and maintain the appropriate program or programs needed to carry out these assignments. The administrative channels and procedures established to carry out assigned defense responsibilities shall be utilized to the extent feasible. Whenever possible, the agency representative with responsibility for the agency program in a defense emergency should also direct or coordinate agency responsibilities relative to natural disasters in the same area. Natural disaster operations should be utilized to develop a capability to meet a National defense emergency and programs and procedures developed to handle natural disaster shall, to the maximum extent possible, be the same plans or adaptations of the plans to be used in a defense emergency.

16. NATURAL DISASTER REQUESTS TO USDA FIELD OFFICES. Any USDA county or other field office employee receiving a request for natural disaster assistance shall refer such a request:

a. If within his own agency's area of responsibility, to the agency's county, State, or National office, as appropriate;

b. Provide fire control on National Forest and adjacent lands;

c. Provide emergency forest pest control on National Forests and, in cooperation with State agencies, on State and privately-owned forest lands;

d. Provide assistance, including use of equipment, materials, and supplies in flood, hurricane and other similar disasters;

e. Restore facilities and perform other emergency measures on National Forest lands damaged by natural disasters.

13. SOIL CONSERVATION SERVICE. The Soil Conservation Service is responsible for providing technical assistance and technological monitoring in the remediation of natural disaster or failure damaged agricultural lands, emergency protection against high water, loss of heavy earth-moving equipment, and assistance in transportation problems when major highways cannot be used.

14. FEDERAL CROP INSURANCE CORPORATION. The Federal Crop Insurance Corporation is responsible for providing immediate service to insured farmers through indemnity checks when natural disasters destroy their crops and providing farmers through its insurance premiums a financing way to strengthen their financial and credit ability following natural disasters.

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16. NATURAL DISASTER REQUESTS TO USDA FIELD OFFICES. Any USDA county or other field office employee receiving a request for natural disaster assistance shall refer such a request:

a. If within his own agency's area of responsibility, to the agency's county, State, or Regional office, as appropriate;

b. If outside of the area of responsibility of his own agency, to the responsible agency official.

Each agency official operating at the county or local level is responsible for keeping the Chairman of the USDA County Defense Board advised of natural disaster activities of his agency within the county.

17. LIAISON WITH OEP REGIONAL OFFICES. Liaison with the Regional Offices of the Office of Emergency Planning (OEP) relative to natural disasters shall be provided by the USDA Disaster and Defense Services Staff following directions from the Special Assistant. This staff will serve as a clearing house for exchange of information on requests for disaster assistance, but will not participate in the operation or direction of agency programs.

18. LIAISON WITH OTHER FEDERAL AGENCIES. The Office of the Special Assistant shall have primary responsibility for maintaining and coordinating liaison with agencies outside USDA at the national level on natural disasters.

19. STATE AND COUNTY USDA DISASTER COMMITTEES. All State and County USDA Disaster Committees are hereby established as subcommittees of the State and County Defense Boards. These natural disaster subcommittees shall continue to be called State and County USDA Disaster Committees and shall retain the authority and functions previously performed. The membership of the State USDA Disaster Committee shall comprise the Chairman, ASC State Committee, who shall also be chairman of the State USDA Disaster Committee, and the State Directors respectively of the Extension Service and the Farmers Home Administration. The County USDA Disaster Committee shall comprise the Chairman, ASC County Committee, who shall also be Chairman of the County USDA Disaster Committee, the County Extension Agent and the County Supervisor of the Farmers Home Administration.

The Chairman of the State Defense Board shall be the Executive Secretary of the State USDA Disaster Committee, and the ASCS County Office Manager shall be Executive Secretary of the County USDA Disaster Committee whether or not he is Chairman of the USDA County Defense Board. The Executive Secretary of the State and County USDA Disaster Committee respectively shall be responsible for keeping members of the Defense Boards fully informed of requests for disaster assistance and of commencement, scope, and termination of approved programs.

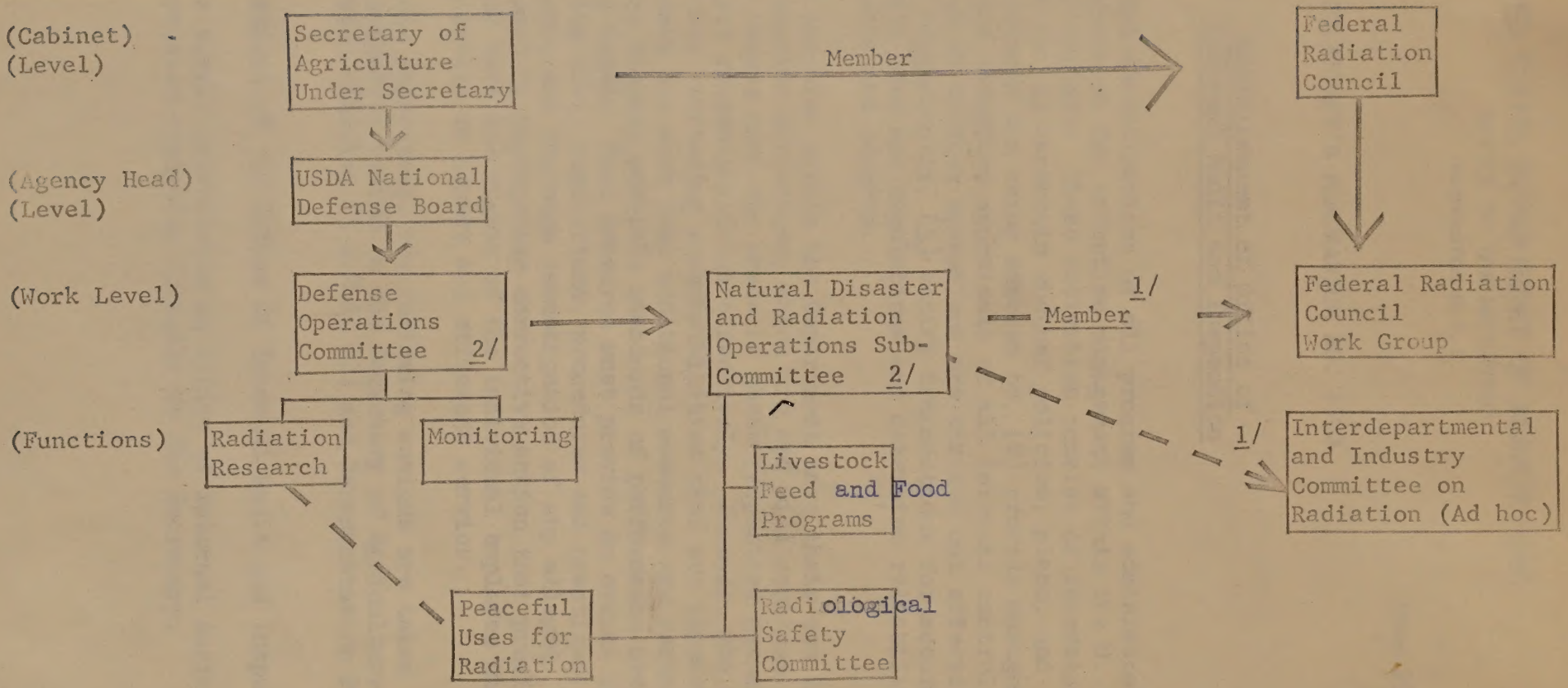
SECTION 5 - SUPERSEDENCE OF EXISTING DIRECTIVES

20. SUPERSEDED DOCUMENTS. This Memorandum supersedes and revises Secretary's Memorandum No. 1502, and any parts of other documents which are inconsistent with this Memorandum.

Orville L. Freeman
SECRETARY

1

RELATIONSHIP OF USDA RADIATION RESPONSIBILITIES TO NATURAL DISASTER AND DEFENSE ASSIGNMENTS



1/ Member provided by ARS.
2/ For pre-attack radiation problems, subcommittee will include AMS, ARS, ASCS, FS and SCS.

Lot 1070

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

June 25, 1962

SECRETARY'S MEMORANDUM NO. 1503

Establishment of Office of
Internal Audit and Inspection

Internal audits and investigations of all program and administrative operations are essential for effective management within the U. S. Department of Agriculture. These activities consist of investigations and reviews to (1) ascertain whether policies, plans, and procedures are adequate and being adhered to, (2) provide management with systematic and objective appraisals of all internal controls and information as to whether operations are carried out effectively, efficiently, and economically, (3) verify transactions for accuracy and conformity with laws and regulations and determine reliability of financial records and reports.

All of the major agencies within the Department have their own internal audit and investigation activities, which are and will continue to be, essential to insure that the heads of these respective agencies can carry out their responsibilities effectively. However, the growing complexities and increasing responsibilities that are imposed upon this Department are such that additional measures are necessary to assure that the highest possible standards of performance are maintained at all times. Such measures must provide an avenue for evaluating existing laws, regulations, procedures and practices, and must insure a prompt and thorough investigation of any alleged wrongdoing, followed by appropriate corrective action that provides due recognition of both the rights of the individual employee and the right of the public to honest and efficient service.

To accomplish these objectives, the following actions are taken pursuant to the authority vested in the Secretary of Agriculture by Section 161, Revised Statutes (5 U.S.C. 22) and Reorganization Plan No. 2, 1953.

1. Establishment of the Office of Internal Audit and Inspection

   There is hereby established an Office of Internal Audit and Inspection reporting directly to the Secretary.

The Office shall:

(a) Have broad responsibility for policy direction of all internal audit and investigation activities in the Department.

(b) Analyze audit and investigation activities conducted in the Department's agencies to assure coverage of all program and administrative operations of the Department.

(c) Develop and recommend policies and regulations to assure prompt identification of any failures to carry out assigned responsibility under the law and policies of the Department.

(d) Obtain such information on any audits and investigations conducted by the agencies as may be necessary to determine that prompt and decisive remedial actions are taken.

(e) Conduct such audits and investigations as may be necessary.

(f) Request agency heads to conduct such special audits and investigations, including follow-up and corrective actions, as deemed necessary.

2. Transfer of Agency Functions

There are hereby transferred to the Office of Internal Audit and Inspection from the respective agencies where such work is presently being performed the functions and responsibilities described in Paragraph 1.

3. General Provisions

All existing delegations and authorizations affecting any of the transferred functions shall be deemed to be in full force and effect, to the extent not inconsistent with this memorandum, until such authorizations and delegations are changed by proper authority.

All employees now performing the functions affected by this memorandum shall continue to perform such functions until directed otherwise pursuant to the authority of this memorandum.

Personnel, property, records, and funds to be transferred by this memorandum shall be determined by the Administrative Assistant Secretary upon recommendation of the Office of Internal Audit and Inspection after consultation with appropriate agency heads.

The provisions of this memorandum do not alter the present Department regulations which specifically place the basic responsibility on each agency head to establish and maintain adequate and effective internal audit and investigation activities on all program and administrative operations.

It is the purpose of this memorandum to increase the effectiveness of our internal audit and investigation activities, particularly with respect to assuring appropriate action on significant matters developed in audits and investigations which require corrective action. Heads of agencies have a continuing responsibility to refer to the Office of Internal Audit and Inspection any fact so developed that warrants attention at the Departmental level in relation to the Department's general public responsibility for timely and effective actions in this field. The agencies of the Department shall give priority attention to requests from the Office of Internal Audit and Inspection.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

August 27 1962

SECRETARY'S MEMORANDUM NO. 1503, Supplement 1

Office of the Inspector General

The name of the Office of Internal Audit and Inspection is hereby changed to the Office of the Inspector General.

Orville L. Freeman
SECRETARY

ORGANIZATION : (I.a.1.)

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

JUL 2 1962

Secretary's Memorandum No. 1504

Coordination of Services to Family Farms

Policy. In the Agricultural Act of 1961, it was declared to be the policy of Congress to "recognize the importance of the family farm as an efficient unit of production and as an economic base for towns and cities in rural areas and encourage, promote and strengthen this form of farm enterprise." Consistent with this declaration, it is the policy of the U. S. Department of Agriculture to encourage, preserve and strengthen the family farm pattern of agriculture in the United States. It is the further policy of the Department to provide facilities which will enable farm families to find every possible way of obtaining sufficient income from both farm and non-farm sources to provide them with the purchasing power required to have an adequate level of living.

Present Situation. There are approximately 3 million full and part-time family farms today whose operators are less than 65 years of age. Less than one-half of those are able to obtain sufficient income from farm and non-farm sources to produce the minimum purchasing power required for an acceptable level of living. More than 1-1/2 million need access to additional income earning resources and opportunities.

The farm income of many owner-operators of family farms can be increased by the adoption of approved soil and water conservation practices, appropriate adjustments in land use, utilization of income improvement and stabilization programs, reorganization of farm enterprises, and consolidation of inadequate units, if proper financing and technical assistance are provided.

Implementation of Policy. To help give effect to the policy expressed in this memorandum, the technical assistance, credit resources, credit counseling and cost-sharing of the Farmers Home Administration, Soil Conservation Service and Agricultural Stabilization and Conservation Service will be applied in a coordinated manner so as to provide added assurance that the owner-operators of family farms, both full-time and part-time, will become successfully established.

The Soil Conservation Service and the Agricultural Stabilization and Conservation Service, within the working agreements of Soil and Water Conservation Districts and consistent with the authorities of Agricultural Stabilization and Conservation Committees, will give particular consideration to management and conservation plans and practices on the farms of families who are receiving long-term farm ownership loans from the Farmers Home Administration. Where permitted, assistance will be made available on a long-term basis, consistent with the terms of the loans and conservation farm plans and practices, or on a projected year-to-year basis, when commitments for more than one year are not authorized.

The Farmers Home Administration, within legal and budgetary limitations, will give particular consideration to providing credit counseling and making its loans and supervisory services available to full-time and part-time farm operators who are participating in programs of the Soil Conservation Service and Agricultural Stabilization and Conservation Service to assist them in attaining their conservation goals and in becoming successful owner-operators of family farms.

Implementation of Policy. To help give effect to the policy expressed in this memorandum, the technical assistance, credit resources, credit counselling and cost-sharing of the Farmers Home Administration, Soil Conservation Service and Agricultural Stabilization and Conservation Service will be applied in a coordinated manner so as to provide added assurance that the owner-operators of family farms, both full-time and part-time, will become successfully established.

The Soil Conservation Service and the Agricultural Stabilization and Conservation Service, within the working agreements of Soil and Water Conservation Districts and consistent with the authorities of Agricultural Stabilization and Conservation Committees, will give particular consideration to management and conservation plans and practices on the farms of families who are receiving long-term farm ownership loans from the Farmers Home Administration. Where permitted, assistance will be made available on a long-term basis, consistent with the terms of the loans and conservation farm plans and practices, or on a projected year-to-year basis, when commitments for more than one year are not authorized.

The Farmers Home Administration, within legal and budgetary limitations, will give particular consideration to providing credit counselling and making the loans and supervisory services available to full-time and part-time farm operators who are participating in programs of the Soil Conservation Service and Agricultural Stabilization and Conservation Service to assist them in attaining their conservation goals and in becoming successful owner-operators of family farms.

Full use will be made of the advice, counsel and programs of FHA County and Area Committees, governing bodies of Soil Conservation Districts, ASCS County and Community Farmer Committees, and Rural Areas Development Committees in carrying out the objectives of this memorandum. The SCS, ASCS, FHA and other agencies of the Department whose programs deal with agricultural resources conservation will in this regard continue the close cooperation and effective working relationships that have characterized their operations in general.

The SCS, ASCS and FHA will take immediate steps to implement further the policies set forth herein.

Orville L. Freeman

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

JUL 6 1962

SECRETARY'S MEMORANDUM NO. 1505

Family Farm Policy ~~Review~~ Study

POLICY. In the Agriculture Act of 1961, it was declared to be the policy of Congress, to "recognize the importance of the family farm as an efficient unit of production and as an economic base for towns and cities in rural areas and encourage, promote, and strengthen this form of farm enterprise". Consistent with this declaration, it is the policy of the U. S. Department of Agriculture to encourage, preserve, and strengthen the family farm pattern of agriculture in the United States.

ANNUAL ~~REVIEW~~ Study. To provide an orderly basis for independent ~~review~~ survey of the impact and effects of the Department's policies and programs on the preservation and improvement of the family farm pattern of American agriculture, the Chairman of the Advisory Committee on Rural Areas Development shall, from the membership of the committee, establish a Subcommittee on Family Farm Policy to conduct an annual ~~review~~ study of USDA policies and programs as they concern the preservation and improvement of the family farm pattern in American agriculture. Recommendations shall be submitted through the full committee for consideration of the Office of the Secretary.

The Subcommittee may avail itself of the facilities of any agency of the Department and may, from time to time, request information and comments from other Federal departments and independent agencies and from State Rural Areas Development Committees.

The Director of the Office of Rural Areas Development shall provide required services to the subcommittee and shall be the official Department representative.

Orville L. Freeman

RURAL DEVELOPMENT

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

SECRETARY'S MEMORANDUM NO. _____

Family Farm Policy Review

POLICY. In the Agriculture Act of 1961, it was declared to be the policy of Congress, to recognize the importance of the family farm as an efficient unit of production and as an economic base for towns and cities in rural areas and encourage, promote, and strengthen this form of farm enterprise. Consistent with this declaration, it is the policy of the U. S. Department of Agriculture to encourage, preserve, and strengthen the family farm pattern of agriculture in the United States.

AIMING STATEMENT. To provide an orderly basis for independent review of the impact and effects of the Department's policies and programs on the preservation and improvement of the family farm pattern of American agriculture, the Chairman of the Advisory Committee on Rural Areas Development shall, from the membership of the committee, establish a Subcommittee on Family Farm Policy to conduct on annual review of USDA policies and programs as they concern the preservation and improvement of the family farm pattern in American agriculture. Recommendations shall be submitted through the full committee for consideration of the Office of the Secretary.

The Subcommittee may avail itself of the facilities of any agency of the Department and may, from time to time, request information and comments from other Federal departments and independent agencies and from State Rural Areas Development Committees.

The Director of the Office of Rural Areas Development shall provide required services to the subcommittee and shall be the official Department representative.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 5 1962

SECRETARY'S MEMORANDUM NO. 1506

Designation of Acting Director, Office of Information

Mr. George A. Barnes is hereby designated to serve as Acting Director, Office of Information. The duties of this additional assignment will be carried on in addition to those of his regular position of Assistant to the Secretary for Public Relations.

The Director of Information, Mr. R. Lyle Webster, has been detailed to the State Department for an indeterminate period. He will serve as Liaison Officer between that Department, the Food and Agriculture Organization and the Department of Agriculture. In this assignment Mr. Webster will be concerned with the direction, the planning and the organization of the activities attendant to the World Food Congress which is scheduled to be held in Washington, D. C., in 1963.

Joseph M. Robertson
Administrative Assistant Secretary

ORGANIZATION 1 (Info)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

JAN 1 0 1962

SECRETARY'S MEMORANDUM NO. 1507

Assignment of Functions

Effective immediately, and notwithstanding the provisions of 1 AR 3 and 10, the following changes in assignments are made:

(a) Mr. John A. Baker is designated as the Director of Rural Development and Conservation. The position of Director of Agricultural Credit is being abolished.

(b) The Farmers Home Administration, Rural Electrification Administration, Office of Rural Areas Development, Soil Conservation Service, and Farmer Cooperative Service are under the general direction and supervision of the Director of Rural Development and Conservation.

Orville L. Freeman
SECRETARY

ORGANIZATION 1

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

July 30 1962

SECRETARY'S MEMORANDUM NO. 1508

Assignment of Functions

Effective immediately, and notwithstanding the provisions of 1 AR 3 and 10, the Forest Service is under the general direction and supervision of the Director of Rural Development and Conservation.

Orville L. Freeman
SECRETARY

ORGANIZATION (Forest Service)

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

July 30 1952

SECRETARY'S MEMORANDUM NO. 1950

Assignment of Functions

Effective immediately, and notwithstanding the provisions of 1 AR 3 and 10, the Forest Service is under the general direction and supervision of the Director of Rural Development and Conservation.

Orville L. Freeman
SECRETARY

ORGANIZATION

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

July 31, 1962

SECRETARY'S MEMORANDUM NO. 1509

Departmental Computer Centers

Automatic data processing equipment is being used extensively in the Department and is expected to increase in the future. To lower costs and to obtain more advanced management tools for the conduct of research and of program and administrative operations, large computers must be used.

Time on these computers and related ADP equipment is needed by many organizations of the Department. In addition, time is needed for Department applications and systems serving all Departmental agencies. For most efficient and economical operations, these large computers must be used to the maximum of their capacity. Initially, these large scale computers must be justified on the basis of a determination that such equipment is essential to meet identifiable program needs of individual agencies of the Department. Such determinations must be supported by well-documented studies. Agency studies will take into consideration foreseeable needs of other agencies in the Department which reasonably can be met through appropriate servicing arrangements with the agency requiring the equipment. The Office of Management Appraisal and Systems Development shall be responsible for ascertaining the needs of other agencies and providing this information to the agency making the study.

It will be the policy of the Department to consider - in each case - the use of large computers operated by agencies in the Department for the servicing of other Department agencies. This will include a review of computer and related ADP operations located in the same city or other locations, to determine the increased efficiency and economy, more effective manpower utilization and associated advantages, which would result from a consolidation of all or a part of the equipment.

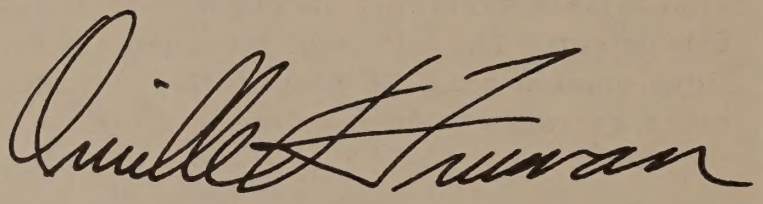
At the present time large computers are either in use, or on order, by agencies of the Department at three locations. Responsibility for the management and direction of computer operations at these

locations rests with the agencies now financing and managing these operations. Effective immediately the following ADP computer installations will be recognized as Department Computer Centers:

ASCS - Kansas City Data Processing Center
ASCS - New Orleans Data Processing Center
SRS - Washington Data Processing Center

It will be the responsibility of the agency operating each of these Centers to give careful consideration to the needs of other agencies in the Department in further development and planning of these computer operations, with the collaboration of the Office of Management Appraisal and Systems Development. In each instance, where an agreement is made providing for service to other agencies by a Center, full consideration must be given to meeting the needs and requirements of all agencies being serviced in accordance with the terms of such agreement.

The Office of Management Appraisal and Systems Development will be responsible for recommending to the Secretary the establishment of any additional Data Processing Centers. That Office also will be responsible for the negotiations between agencies, and securing prior Departmental approval, of all agreements for servicing of agencies by the Centers, and for the review and appraisal of the effectiveness of all Data Processing Center operations, including servicing agreements.



Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

August 6 1962

SECRETARY'S MEMORANDUM NO. 1510

Assignment of Functions

Effective immediately, notwithstanding the provisions of 1 AR 3, 9 and 10, the following assignments are made:

(a) Mr. John A. Baker is designated Assistant Secretary for Rural Development and Conservation.

(b) The Farmer Cooperative Service, the Farmers Home Administration, the Forest Service, the Office of Rural Areas Development, the Rural Electrification Administration, and the Soil Conservation Service are under the general direction and supervision of the Assistant Secretary for Rural Development and Conservation.

(c) The position of Director of Rural Development and Conservation is abolished.

Secretary's Memorandums 1507 and 1508 are hereby superseded.

Orville L. Freeman
SECRETARY

Growth Through Agricultural Progress

ORGANIZATION

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

August 6 1952

SECRETARY'S MEMORANDUM NO. 1510

Assignment of Functions

Effective immediately, notwithstanding the provisions of 1 AR 3, 7 and 10, the following assignments are made:

(a) Mr. John A. Baker is designated Assistant Secretary for Rural Development and Conservation.

(b) The Farmer Cooperative Service, the Farmers Home Administration, the Forest Service, the Office of Rural Areas Development, the Rural Electrification Administration, and the Soil Conservation Service are under the general direction and supervision of the Assistant Secretary for Rural Development and Conservation.

(c) The position of Director of Rural Development and Conservation is abolished.

Secretary's Memoranda 1507 and 1508 are hereby superseded.

Orville L. Freeman
SECRETARY

ORGANIZATION

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 14 1962

MEMORANDUM NO. 1511

The Security Program in the Department of Agriculture

This Memorandum is issued to reflect the current operations of the Department's security function which includes Personnel Security and Records Security.

The security function shall continue to be assigned to the Office of Personnel with the Chief of the Review and Adjudication Division serving as the Department Security Officer.

The functions of the Department Security Officer shall include the following:

1. He shall serve as the Department contact officer with liaison representatives of other Government departments and agencies (including agencies outside the Government) in matters of security and intelligence.

2. He shall maintain adequate controls over all investigations, reports, and other materials pertaining to security matters and shall take appropriate measures to provide maximum protection of information contained therein.

3. He shall have the responsibility for determining sensitive positions and, subject to the provisions of paragraph 4 of this Memorandum, whether an employee or applicant can occupy such a position under the standards outlined in E.O. 10450.

4. He is herewith assigned the responsibility for the evaluation of the facts in all cases involving the security of the United States insofar as employees of the Department of Agriculture, and applicants for employment in sensitive positions, are concerned. If he recommends action which is adverse to the employee or applicant in any given security case, such a recommendation shall be submitted through the Director of Personnel to the Department Security Committee (see 8 AR 2342).

5. The Department Security Officer shall serve as Executive Secretary of the Department Security Committee. In this capacity the Department Security Officer will arrange for

SECURITY

meetings of the Committee, prepare appropriate recommendations for its consideration, record appropriately the determinations that are made and implement the decisions. For the composition of the Department Security Committee see 8 AR 2342.

6. The Department Security Officer shall have the responsibility to insure that the provisions of E.O. 10501 relating to the safeguarding of classified information and materials are properly implemented by the agencies of the Department.

The Department Security Officer shall have ready access to personnel files, classified documents and other Departmental information required for the successful handling of personnel and records security matters.

References in 8 AR Chapter 59, to Personnel Security Officer are hereby changed to Department Security Officer. 1 AR 495-497 is superseded to the extent it conflicts with the provisions of this Memorandum.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

June 26 1963

SECRETARY'S MEMORANDUM NO. 1511, REVISED

The Security Program in the Department of Agriculture

This Memorandum is issued to reflect the current operations of the Department's security function which includes Personnel Security and Records Security.

The security function shall continue to be assigned to the Office of Personnel with the Chief of the Security and Employee Conduct Division serving as the Department Security Officer.

The functions of the Department Security Officer shall include the following:

1. He shall serve as the Department contact officer with liaison representatives of other Government departments and agencies (including agencies outside the Government) in matters of security and intelligence.

2. He shall maintain adequate controls over all investigative reports and other materials pertaining to security matters and shall take appropriate measures to provide maximum protection of information contained therein.

3. He shall have the responsibility subject to the provisions of paragraph 4 of this memorandum for determining whether an employee or applicant can occupy a sensitive position under the standards outlined in E. O. 10450.

4. He is herewith assigned the responsibility for the evaluation of the facts in all cases involving the security of the United States insofar as employees of the Department of Agriculture, and applicants for employment in sensitive positions, are concerned. If he recommends action which is adverse to the employee or applicant in any given security case, such a recommendation shall be submitted through the Director of Personnel to the Department Security Committee (see 8 AR 2347).

SECURITY

5. The Department Security Officer shall serve as Executive Secretary of the Department Security Committee. In this capacity the Department Security Officer will arrange for meetings of the Committee, prepare appropriate recommendations for its consideration, record appropriately the determinations that are made and implement the decisions. For the composition of the Department Security Committee see 8 AR 2347.

6. The Department Security Officer shall have the responsibility to insure that the provisions of E. O. 10501 as amended, relating to the safeguarding of classified information and materials are properly implemented by the agencies of the Department. He further shall have the responsibility for document security, as well as training and orientation programs to insure compliance with E. O. 10501, as amended.

The Department Security Officer shall have ready access to personnel files, classified documents, and other Departmental information required for the successful handling of personnel and records security matters.

This Memorandum supersedes Secretary's Memorandum No. 1511 dated August 14, 1962.

Joseph M. Robertson
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

September 20 1962

MEMORANDUM NO. 1512

Departmental Weed Committee

The Departmental Weed Committee (originally established by Secretary's Memorandum No. 1264, issued August 4, 1950) is hereby reaffirmed. The Committee will consider problems connected with the control of weeds on public and private lands and will meet with a similar group from the Department of the Interior to discuss programs of research and weed eradication.

The following persons will represent their respective agencies on the Committee:

Marion W. Parker, ARS, Chairman

William B. Ennis, Jr., ARS

Donald R. Shepherd, ARS

William H. Anderson, ARS

John R. Paulling, FES

Kenneth W. Parker, FS

James A. Taylor, REA

Berten W. Allred, SCS

This supersedes Secretary's Memorandum No. 1264, Revised April 16, 1959.

Orville L. Freeman
SECRETARY

COMMITTEES (Departmental Weed

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

MEMORANDUM NO. 15[illegible]

Departmental Weed Committee

The Departmental Weed Committee (originally established by Secretary's Memorandum No. 1250, issued August 4, 1950) is hereby reactivated. The Committee will consider problems connected with the control of weeds on public and private lands and will meet with a similar group from the Department of the Interior to discuss programs of research and weed eradication.

The following persons will represent their respective agencies on the Committee:

Marion W. Parker, ARS, Chairman

William E. Davis, Jr., ARS

Donald R. Shepherd, ARS

William R. Anderson, ARS

John R. Paulling, FES

Kenneth W. Parker, FS

James A. Taylor, REA

Herten W. Allred, SCS

This supersedes Secretary's Memorandum No. 1250, Revised April 16, 1951.

COMMITTEES

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

February 1 1965

MEMORANDUM NO. 1512, Revised

Departmental Weed Committee

The Departmental Weed Committee (originally established by Secretary's Memorandum No. 1264, issued August 4, 1950) is hereby reaffirmed. The Committee will consider problems connected with the control of weeds on public and private lands and will meet with a similar group from the Department of the Interior to discuss programs of research and weed eradication.

The following persons will represent their respective agencies on the Committee:

William B. Ennis, Jr., ARS, Chairman

Donald R. Shepherd, ARS

William H. Anderson, ARS

Stanley W. McBirney, ARS

Arnaud J. Loustalot, CSRS

Thomas L. Ayers, ASCS

John R. Paulling, FES

Kenneth W. Parker, FS

James A. Taylor, REA

Berten W. Allred, SCS

This supersedes Secretary's Memorandum No. 1512, dated September 20, 1962, and 1512 Supplement 1, dated June 20, 1963.

Joseph M. Robertson
Assistant Secretary for Administration

COMMITTEES (Weed, Departmental)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

June 20 1963

SECRETARY'S MEMORANDUM NO. 1512, SUPPLEMENT 1

Departmental Weed Committee

The membership of the committee reaffirmed by Secretary's Memorandum No. 1512, dated September 20, 1962, is revised as follows:

Marion W. Parker, ARS, Chairman

William B. Ennis, Jr., ARS

Donald R. Shepherd, ARS

William H. Anderson, ARS

John R. Paulling, FES

Kenneth W. Parker, FS

James A. Taylor, REA

Berten W. Allred, SCS

T. L. Ayers, ASCS

Joseph M. Robertson
Administrative Assistant Secretary

COMMITTEES (Weed, Departmental)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

June 20 1953

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The membership of the committee reaffirmed by Secretary's Memorandum No. 1512, dated September 20, 1952, is revised as follows:

Marion W. Parker, ARS, Chairman

William B. Bruce, Jr., ARS

Donald R. Shepherd, ARS

William H. Anderson, ARS

John R. Pauling, FES

Kenneth W. Parker, FS

James A. Taylor, REA

Burton W. Allred, SCS

T. L. Ayers, ASCS

Joseph M. Robertson
Administrative Assistant Secretary

COMMITTEES (Weed Departmental)

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

ASHINGTON, D. C. 20250

USDA ESCS NED 1
CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

June 11, 1981

SECRETARY'S MEMORANDUM 1512-1

Reduction of Regulatory Burdens and Simplification of USDA's Decisionmaking Procedure

1 PURPOSE

This Administration is committed to reducing the burden of Federal regulation on the American economy. As part of this effort, on February 17, 1981, the President issued Executive Order 12291, which sets forth requirements for the promulgation of new regulations and requires the review of existing regulations. USDA will be active and aggressive in carrying out the President's goals. To do this, we must:

a Strengthen the analysis of the real impact of our regulations,

b Simplify our internal decisionmaking procedures,

c Ensure early coordination of regulation development and analytic and legal review activities.

Such measures will not only improve our regulations but also facilitate timely decisions.

This Memorandum establishes USDA responsibilities and procedures which will achieve these objectives and thereby implement Executive Order 12291.

2 COVERAGE

The requirements and responsibilities set forth in this Memorandum are applicable to the promulgation of all new rules and regulations, to the review of existing rules and regulations, and to the development of legislative proposals concerning regulations.

As defined in Executive Order 12291, "RULE" or "REGULATION" means "an agency statement of general applicability and future effect designed to implement, interpret, or prescribe law or policy or describing the procedure or practice requirements of an agency."

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Thus, directives and policy reports, as well as regulations developed in informal rulemaking proceedings, may be "rules" under this definition. However, (1) formal (adjudicatory) rulemaking, (2) regulations issued with respect to military or foreign affairs functions of the United States, and (3) any regulations related to agency organization, management, or personnel are specifically excluded.

3 GENERAL REQUIREMENTS APPLICABLE TO MAJOR AND NONMAJOR REGULATIONS

Within their respective jurisdictions, Under Secretaries and Assistant Secretaries are responsible for determining which rules and regulations shall be designated as "major."

MAJOR REGULATIONS under the Executive Order and this Memorandum are those likely to result in one or more of the following:

a An annual effect on the economy of $100 million or more; or

b A major increase in costs or prices for consumers; individual industries, Federal, State or local government agencies, or geographic regions; or

c Significant adverse effects on competition, employment, investment, productivity, innovation, or on the ability of United States-based enterprises to compete with foreign-based enterprises in domestic or export markets.

Staff of the Office of the General Counsel and the Office of Budget, Planning and Evaluation shall be available to assist in making this initial determination. Each Under Secretary and Assistant Secretary shall establish a procedure by which he or she is advised at an early stage in the development of proposed regulations and provided with sufficient information and preliminary analysis to determine the potential impact of the regulation.

The development of, and decisions on, regulations will be made consistent with the requirements of Executive Order 12291.

Agencies shall provide for a 60-day comment period on proposed rules. If a regulation is being promulgated because of an emergency, so that a 60-day comment period is not feasible, or if the nature of the regulation warrants a shorter period, a shorter period may be used. If the emergency requires publication without any comment period, comments should be solicited following publication, unless good reasons exist for proceeding without such comment. OGC concurrence is required for any decision which provides for less than 60 days comment.

Any regulation promulgated after public notice and an opportunity for public comment which has a significant economic impact on a substantial number of small entities is subject to the analytic requirements of the Regulatory Flexibility Act (Public Law 96-354) and any regulation with information collection (reporting or recordkeeping) requirements is subject to the requirements of the Paperwork Reduction Act (Public Law 96-511). Agencies shall take appropriate steps to coordinate compliance with these requirements with Executive Order 12291 compliance.

Under the Executive Order, all regulations other than those exempted by the Executive Order must be submitted to OMB for review. Expedited procedures are available for regulations issued in emergency situations or in response to statutory or judicial deadlines. Efforts should be made to incorporate OMB review into the schedule for the development of regulations in response to statutory or judicial mandates.

Exemptions from OMB review may be requested for particular regulations or classes of regulations. Requests to waive the requirements or procedures of Executive Order 12291 (to be submitted to OMB) for individual regulations or for classes of regulations and requests to waive the requirements of this Memorandum shall be decided by the program Under Secretary or Assistant Secretary.

4 REQUIREMENTS FOR MAJOR REGULATIONS

Every major regulation must be supported by a regulatory impact analysis as described in Executive Order 12291 and such guidelines as may be issued. Both the regulation and the analysis must be submitted to OMB at the proposal and final stages. The appropriate Under Secretary or Assistant Secretary shall designate who is responsible for completing the analysis. It is expected that in most cases this will be the line agency with jurisdiction over the program(s) involved in the regulation.

Staff of the Office of the General Counsel and the Office of Budget, Planning and Evaluation shall be available to assist Under Secretaries and Assistant Secretaries in completing the regulation and impact analysis. This will help to assure proper coordination and smooth functioning of the clearance process.

The clearance process for major regulations and impact analyses shall include the agency head, the Assistant Secretary for Economics, the Office of Budget, Planning and Evaluation, the General Counsel and the program Under Secretary or Assistant Secretary. The Secretary and the Deputy Secretary shall be provided with a summary of the regulation and analysis when the

agency head clears the docket and, at their options, may select to review and clear particular regulations.

5 REQUIREMENTS FOR NONMAJOR REGULATIONS

Although the Executive Order does not establish specific analytic requirements for nonmajor regulations, such regulations shall be reviewed to ensure that they are cost-effective and consistent with an agency's authority. Agencies will establish internal procedures to conduct such reviews for cost-effectiveness. The Office of the General Counsel will review to ensure that regulations are within the agency's authority and are otherwise legally sufficient. In addition, all such regulations which are not exempted by the Executive Order must be submitted to OMB for review prior to publication at the proposal and final stages.

Under Secretaries or Assistant Secretaries may identify nonmajor regulations for special oversight and economic analysis. They shall make such arrangements as they wish to ensure that such oversight occurs. Analyses shall be the responsibility of the agency.

Designated nonmajor regulations and analyses of such regulations shall be reviewed and approved by the appropriate Under Secretary or Assistant Secretary at the proposal and final stages. All other nonmajor rules shall be reviewed and approved by the agency head.

6 EXISTING RULES AND REGULATIONS

Each agency shall immediately conduct a preliminary screening of its existing regulations. This screening shall be designed to:

(1) determine which of its existing regulations are "major"; and

(2) establish a priority list and timetable for the review of all existing regulations.

The preliminary review shall be completed by the agency by July 1, 1981, and the proposed priority list and timetable shall be submitted to the appropriate Under Secretary or Assistant Secretary for approval. In establishing the priority list, the agency shall consider the potential for reducing unnecessary regulatory burdens, the impact (particularly the costs) of the regulation, and when the regulation was last subjected to an extensive review. The timetables estabished shall also assure that no regulation exists for more than five years without being reviewed.

Any regulation promulgated after public notice and an opportunity for public comment which has a significant economic impact on a substantial number of small entities is subject to the analytic requirements of the Regulatory Flexibility Act (Public Law 96-354) and any regulation with information collection (reporting or recordkeeping) requirements is subject to the requirements of the Paperwork Reduction Act (Public Law 96-511). Agencies shall take appropriate steps to coordinate compliance with these requirements with Executive Order 12291 compliance.

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Except where the OMB Director or the Secretary require an earlier review, the timetables shall be adhered to unless good cause is shown.

Review of major and nonmajor regulationsshall follow the procedures set forth in this Memorandum with Regulatory Impact Analyses completed on major regulations.

7 SEMIANNUAL REGULATORY AGENDA

The Office of Budget, Planning and Evaluation will maintain and publish, pursuant to the requirements of Executive Order 12291 and the Regulatory Flexibility Act, the semiannual Regulatory Agenda.

8 GUIDELINES

The General Counsel, in consultation with the Office of Budget, Planning and Evaluation, shall issue guidelines for the implementation of this Memorandum, Executive Order 12291 and the Regulatory Flexibility Act.

9 REVOCATION OF PRIOR MEMORANDUM

Secretary's Memorandum No. 1955 is hereby revoked.

John R. Block

John R. Block
Secretary

10-18-62

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D.C.

1513 per JHA

MEMORANDUM NO. ~~1503~~, ~~SUPPLEMENT 2~~

Liaison and Coordination with the Executive and Legislative Branches on Internal Audit and Investigation Activities

The Inspector General is hereby designated as the liaison official for the Department on all internal audit and investigative matters. His responsibilities shall include the liaison and coordination for these functions between agencies within the Department and between the Department and other Government agencies. The latter include the General Accounting Office, Bureau of the Budget, Department of Justice, Congressional Committees and other executive and legislative organizations. Existing responsibilities of the Director of Finance and Budget Officer and the Director of Personnel in connection with these functions are hereby rescinded with the following exceptions:

The Director of Finance and Budget Officer shall continue to serve as the Department's liaison official in the handling of all matters including audit and investigation with Congressional Committees on appropriations. The Director of Personnel shall continue to represent the Department in contacts with the Federal Bureau of Investigation in connection with the Department's security program as set forth in Executive Order 10450.

ORGANIZATION 1 (I.a.2.)

To the extent that this memorandum is in conflict with 1 AR Chapter 2, Sections 2 and 3; 7 AR Chapter 12, Sections 2 and 3; 7 AR Chapter 13; and 8 AR Chapter 56 except for paragraphs 2088 and 2089 as they pertain to the disposition of fiscal irregularity cases, the provisions of those administrative regulations are superseded. Any parts of other documents which are inconsistent with this Memorandum are similarly superseded.

Orville A. Freeman

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

October 19 1962

SECRETARY'S MEMORANDUM NO. 1514

Management Improvement Project System

It is imperative that the programs of this Department — programs vital to our national well-being — be as effective as possible. At the same time we must be sensitive to the need for economy and efficiency of operation. Our program goals must be reached with a minimum of personnel, financial and material resources — the President, the Congress and the public expect no less.

A continuing effort should be made to identify those factors which contribute to increased economy and efficiency. Innovation, initiative and industry are the avenues to better management — data processing, work measurement analysis and the consolidation of facilities and common services are some of the tools we will use.

Every agency head must challenge himself to improve the processes of management and to be sure that only essential programs and activities are carried on. It is the basic responsibility of staff officers and supervisors at every level to see that these essential programs are carried out with dispatch and efficiency. Progress will require hard work, technical know-how, systematic study and purposeful action — but, I am confident we have the resources to do the job.

As a result of a review conducted last December, we have a large inventory of active or planned projects which involve potential dollar savings and improvements in management. Many of these projects have been initiated — some have been completed — others are in process. Of equal importance to the identification of management projects is the careful evaluation of costs involved in conducting the study and the benefits to be derived. Obviously, the decision to proceed on a project must be made on the basis of the overall benefits to be derived in relation to cost involved in the study. In addition, priorities must be established to assure that maximum benefits are obtained at the earliest possible time.

To provide direction and coordination of our management improvement efforts, I am establishing a Department-wide Management Improvement Project System. From this System will come information needed to plan and direct our management improvement efforts and to measure progress and results.

Growth Through Agricultural Progress

ORGANIZATION 3

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

SECRETARY'S MEMORANDUM NO.

Management Improvement Project System

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To provide direction and coordination of our management improvement efforts, I am establishing a Department-wide Management Improvement Project System. From this System will come information needed to plan and direct our management improvement efforts and to measure progress and results.

Under the general policy guidance of the Administrative Assistant Secretary, the Office of Management Appraisal and Systems Development is assigned responsibility for central administration of the Management Improvement Project System — for overall direction and coordination of Departmental management improvement efforts. Heads of agencies and staff offices are responsible for conducting a vigorous management improvement program within their organizations and in functional or program areas in which they have primary concern.

The Department has a tradition of progressive accomplishment in meeting the needs of agriculture. We want to build on that tradition — do a better job — make sure that our management improvement efforts are adequate to meet the needs of Agriculture in the 1960's. Effective and efficient management of our programs and activities poses a vital challenge that must be met.

Orville L. Freeman
SECRETARY

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

NOV 2 1962

SECRETARY'S MEMORANDUM NO. 1515

Resource Conservation and Development Projects

The Food and Agriculture Act of 1962, Section 102, Public Law 87-703 authorizes the Secretary to assist "in developing and carrying out plans for a program of land conservation and land utilization. . . ." The Department will follow the practice of cooperating with and assisting local sponsors in developing and carrying out plans for RESOURCE CONSERVATION AND DEVELOPMENT PROJECTS in meeting its responsibilities under this new authorization.

A Resource Conservation and Development Project is defined as a locally initiated and sponsored project designed to carry out a program of land conservation and land utilization in an area where acceleration of the current conservation activities plus the use of the new authorities will provide additional economic opportunities to its people.

The basic objectives of the Department in participating in such Resource Conservation and Development Projects are:

1. The orderly development, improvement, conservation and utilization of natural resources of the project area and thereby to provide employment and other economic opportunities to the people of the area.

2. The provision to local leadership of the opportunities to more fully coordinate and utilize the facilities and techniques available to it in going agricultural programs and newly available under P.L. 87-703 in planning and carrying out a balanced program of land conservation and land utilization to meet local, State, and national needs.

3. The orderly extension of this program, project by project, as the local leadership is able to effectively plan and carry out the activities necessary to achieving the development, improvement, conservation and wise use of the natural resources.

POLICY. The success of each Resource Conservation and Development Project will depend on coordinated planning and action by the sponsors and the effectiveness of assistance from Federal, State, territorial, and local agencies, and groups, governmental and otherwise, communities and individuals assisting them.

1. To place responsibility within the Department, the Soil Conservation Service hereby is designated as the Departmental agency responsible for administration of the activities under Section 102, Public Law 87-703, relating to Resource Conservation and Development Projects.

2. The Soil Conservation Service also will be responsible for contacts with Federal agencies outside the Department and with State and local agencies and organizations in a position to further such projects.

3. The following agencies of the Department will appropriately assist such projects in accordance with their Departmentally assigned functions: Farmers Home Administration, Forest Service, Federal Extension Service, Office of Information, Agricultural Stabilization and Conservation Service, Economic Research Service, the Office of Rural Areas Development, Farmer Cooperative Service, and Rural Electrification Administration. Each of these agencies shall develop its operating procedures for effectuating its participation in Resource Conservation and Development Projects and shall coordinate the instructions covering such procedures with overall instructions and procedures for project participation issued by the Soil Conservation Service. As provided in Secretary's Memorandum No. 1518, long-term agreements for cost-sharing and transition payments under Section 101, Title I of the Food and Agriculture Act of 1962 shall also be utilized to further the objectives of Resource Conservation and Development Projects.

4. The governing bodies of Soil Conservation Districts, singly or acting in unison, will be encouraged, in furtherance of their agreements with the Secretary and in cooperation with other interested groups such as RAD Committees and County ASCS Committees to take the lead at the local level in developing the leadership and arranging for appropriate sponsorship where Resource Conservation and Development Projects are needed to accelerate conservation of natural resources and improve farm and rural income and standards of living.

PRINCIPLES. The following principles shall be used in the general administration of the program of assistance to Resource Conservation and Development Projects:

1. The plan for the project will be developed by the sponsors of the project with the assistance of the Soil Conservation Service and other Federal, State, and local agencies and groups in a position to help.

2. The plan for the project will set forth the opportunities for economic growth resulting from the development, conservation and utilization of the natural resources of the area.

3. The plan for the project will be approved by the Secretary. If there is an approved overall Economic Development Plan encompassing the project area, the project plan must be made consistent with it before presenting it to the Secretary for approval.

4. The area of a project will be determined by local needs and desires. However, priority shall be given to those of considerable size (for example, two or more contiguous counties or all or parts of several in the same land resource area) limited only by (1) the area in which local initiative and leadership truly can be effective and (2) a reasonable time in which necessary surveys and investigations needed in planning can be carried out.

Orville L. Freeman

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

NOV 2 1962

SECRETARY'S MEMORANDUM NO. 1516

Income-producing Recreation Enterprises on Rural Non-Federal Lands

POLICY. Many recreational enterprises developed by farmers and ranchers in recent years have been developed with assistance through the authorities available to the U. S. Department of Agriculture. It is the policy of the Department to:

1. Use all authorizations available to it to encourage and assist rural land owners and operators and local organizations to develop hunting, fishing, and other recreational facilities as income-producing enterprises as a part of a conservation plan for the entire unit and to enlist the support and cooperation of the numberous public and private agencies and organizations that can assist land owners and operators in the development of income-producing recreation enterprises. Of particular importance in implementing the development of income-producing recreation enterprises are the new authorities for loans granted the Farmers Home Administration in the Food and Agriculture Act of 1962, Title IV, Section 401. These authorities provide for loans to be made to farmers and ranchers who personally manage and operate not larger than family farms to enable them to establish income-producing recreation enterprises to supplement their farm income. Technical management assistance will be provided with such loans. Loans may also be made to groups of farmers and rural residents for recreation facilities related to the accomplishment of shifts in land use.

2. Continue agency functional assignments for research, education, technical assistance, cost-sharing, assisting land owners and operators and local organizations in developing recreation enterprises on rural lands, and credit services as set forth in Title 9 of the Department's Administrative Regulations. These assignments shall be followed with respect to providing services of the Department related to income-producing recreation on non-Federal rural lands. To provide a focal point for activities involved in assisting owners of private lands, individually and in groups, to establish income-producing recreation enterprises on their land units, the Soil Conservation Service will be responsible for leadership on activities pertaining to such recreation enterprises and for the liaison with other Federal, State, and local agencies and groups in a position to assist with recreational development. This is not intended to change any existing arrangements between agencies of the Department and their cooperators.

OPPORTUNITIES. The Department recognizes that the ever-growing demand for outdoor recreation, for enjoying nature, for boating, hiking, picnicking, fishing, and hunting, will give a number of rural people new jobs and new sources of income while providing rural and urban people with opportunities for relaxation, education, and enjoyment. Some land not needed for crops already in overabundance can be used for outdoor recreation. In terms of both national welfare and economic returns wildlife and fish are important crops of the land and its waters. More fish, game birds and game animals, and more songbirds and other small creatures can be produced on the Nation's farms and ranches. Many farms and ranches can be developed for multiple use. Water development on farm lands and in rural communities can provide outdoor recreation opportunities for millions of Americans near their homes. Of great importance is the fact that recretational development on private land helps to keep people on the land and can provide improved economic opportunity to the whole community.

Farmers and ranchers in many areas of the United States have already found that outdoor recreation can be made an important, saleable product of privately owned land. The growing need for increased recreational opportunities for the general public creates a substantial potential for more land owners and operators to increase their income by providing more recreation for the public.

America's farm and ranch lands offer a variety of recreational opportunities that are associated with the out-of-doors. The various kinds of recreational enterprises which have been developed on farms and ranches can be grouped into at least seven categories: vacation farms; picnicking and sports centers; fishing waters; camping, scenery, nature recreation areas, and wildlife refuges; hunting areas; hunting preserves; and selling recreation land or recreation use rights.

ADMINISTRATIVE ACTION. Each agency of the Department which offers its services directly to land owners and operators is hereby instructed to develop operating policies and procedures covering its services to land owners and operators and local organizations for assisting in the development of recreation enterprises and to coordinate such policies and procedures with the overall instructions and procedures issued by the Soil Conservation Service.

Over the years the Forest Service has gained extensive experience in managing forest lands so as to enhance opportunities for general recreational pursuits, game habitat improvement, as well as developing recreation facilities in the national forests. That experience will be helpful to the various agencies and shall be drawn upon by these agencies in developing operating procedures. The Federal Extension Service, with the cooperation of the State extension services, will assist in maintaining interest and understanding of the various types of assistance available from the Department in developing recreational resources.

The Chairman of the National Rural Areas Development Board is responsible for coordinating the agency administration of the Department policies established in this memorandum.

LOCAL INITIATIVE AND LEADERSHIP. The primary responsibility for resource conservation and land use rests with the people who own and operate the land. The U. S. Department of Agriculture provides its assistance to the people under arrangements which are designed to encourage leadership and initiative of local people. Educational programs will be designed to assist landowners in identifying potential recreational possibilities and in implementing development plans.

Local initiative and leadership is essential to advancing the understanding of opportunities for more land owners and operators to increase their income by providing more recreation for the public. Rural Areas Development committees with the assistance of the technical action panels, soil and water conservation district governing bodies, and similar groups are encouraged to give attention to the need for recreational facilities in developing programs for local areas. Local organizations and groups such as farm organizations, watershed associations, service clubs, planning committees, zoning groups, and civic groups are encouraged to assist in determining such needs. Rural Areas Development technical action panels will be responsible for needed recreational facilities being considered in overall economic development programs. Such local determination of needs will serve as a guide to owners and operators of private lands desiring to engage in recreation enterprises.

TECHNICAL LEADERSHIP. Income-producing recreational land use on non-Federal rural land areas will be encouraged by Department agencies in two major ways:

1. Technical and financial assistance to individual farmers and ranchers and other owners of rural lands.

2. Similar assistance to and cooperation with local sponsors of Watershed Protection and Flood Prevention Projects, Resource Conservation and Development Projects and Rural Renewal Projects.

Requests for specific types of technical assistance from land owners and operators and from local project sponsors desiring to develop recreational enterprises will be handled by the Soil Conservation Service.

The Agricultural Stabilization and Conservation Service, with the aid of the ACP Program Development Group, shall be responsible for developing and carrying out, where authorized, programs of cost-sharing payments to individual land owners, consistent with long-range conservation plans acceptable to the Secretary developed with the assistance of the Soil Conservation Service. The responsibility of the Soil Conservation Service for working with soil and water conservation districts and other local organizations and groups to develop long-range conservation plans shall include the consideration of provision of income-producing recreational facilities on privately owned lands and of project-type recreational operations.

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The Agricultural Stabilization and Conservation Service, with the aid of the ASC Program Development Group, shall be responsible for developing and carrying out, where authorized, programs of cost-sharing payments to individual land owners, consistent with long-range conservation plans acceptable to the Secretary developed with the assistance of the Soil Conservation Service. The responsibility of the Soil Conservation Service for working with soil and water conservation districts and other local organizations and groups to develop long-range conservation plans shall include the consideration of provision of income-producing recreational facilities on privately owned lands and of project-type recreational operations.

Financial assistance involving credit arrangements, where authorized under Title IV, Section 401, will be the responsibility of the Farmers Home Administration.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 27, 1967

SECRETARY'S MEMORANDUM NO. 1516, REVISED

Income-producing Recreation Enterprises on Rural Non-Federal Lands

ACTION PROGRAM NEEDED. The need for outdoor recreation is growing at a rapid rate because of population growth and technological advances resulting in more leisure, greater mobility, and more money to spend. The concentration of people in urban centers is resulting in acute national problems of overcrowding. The countryside can contribute to the alleviation of these national problems. Among other required actions a vigorous program of outdoor recreation development on rural lands is called for.

Recreation is a product of rural lands and waters, of forests and fields, just as are crops or livestock. If these resources are to be used in ways that will develop outdoor recreation potentials, the U. S. Department of Agriculture must direct significantly increased attention and effort toward expanding outdoor recreation as one of the multiple uses of rural land. Herein lies a fundamental obligation of the Department.

The Department of Agriculture's statement on Land and Water Resources Policy recommends a balanced program of land and water resource use. At least three-fourths of the land and water area in the continental United States is privately owned. Outdoor recreation is an important use of private lands.

On private lands the USDA has the major national responsibility for cooperative programs with the States, local governments, and groups and individuals to conserve, manage and wisely use soil, water, grass, forest, outdoor recreation areas, and wildlife habitat. The U. S. Department of Agriculture program includes research, education, technical and financial assistance. In fulfilling their responsibilities for meeting the Nation's outdoor recreation demands USDA agencies will be guided by policies for outdoor recreation as stated herein. These policies are consistent with the Department's obligation and objective in the wise use of land and water resources for the interests of all the people of the Nation.

BASIS OF POLICY. Natural resources available for outdoor recreation use in America are still abundant relative to needs. A major portion of these resources should remain in private ownership. An optimum program for meeting the increasing demands for outdoor recreation must provide for wise use of both private and public resources. Moreover, where natural resources suitable to profitable recreation use exist in rural areas of underemployment and low income, recreation development offers opportunities for social and economic betterment of the communities in those areas.

Successful development and management of outdoor recreation enterprises on private lands will contribute to important national goals: (1) efficient use of natural resources to satisfy national needs for outdoor recreation, (2) full employment and economic stability, (3) community development and improvement, and (4) quality of the environment.

POLICY. The U. S. Department of Agriculture has a primary responsibility to assist in maintaining a favorable opportunity and appropriate environment for the development, operation, and management of outdoor recreation enterprises in rural America through wise use of privately owned natural resources, risk capital and human initiative.

To carry out this function, it is U.S.D.A. policy:

1. To help assure balance in developing the Nation's outdoor recreation program through comprehensive planning in the public and private sectors.

2. To conduct broad recreation research to provide adequate information for outdoor recreation development on private lands. This will include recreational resources inventories, supply, current and projected demand, management of outdoor recreation enterprises, management and improvement of soil and vegetation on recreation areas, visitor requirements and preferences, economic impacts and opportunities and quality of the environment.

3. To encourage local leadership, private enterprise and community cooperation in the development of outdoor recreation opportunities to make the community a better place in which to live, work and play.

4. To work with and through local governmental entities, such as soil and water conservation districts, in providing services to landowners and operators using their natural resources for recreational purposes.

5. To give increased attention, in developing outdoor recreation opportunities, to meeting the increasing demand for larger and more diverse recreation complexes. The usefulness of land-owner and recreation-user cooperatives and other corporate techniques will be explored.

6. To stress the importance of quality in planning, developing and servicing recreation facilities.

PROGRAM. The USDA program will provide technical and financial assistance, research support and education and information services needed by the rural landowners and managers for profitable development and management of natural resources for recreation enterprises that help meet the outdoor recreation needs of the community, the State and the Nation. More specifically, the program will:

1. Appraise present and potential demand for privately developed recreation areas, facilities and services.

2. Determine the supply, quality and suitability of privately owned natural resources for profitable private development of outdoor recreation enterprises.

3. Provide investment and management guides to assure successful development of private outdoor recreation enterprises.

4. Provide credit services.

5. Relate technical services and cost-sharing of soil, water and forest conservation practices and measures to sound conservation plans. Only those practices and measures having substantial public benefits which private owners and managers of outdoor recreation enterprise cannot profitably undertake without financial assistance should be provided such assistance.

GOALS. The long term goal of the Department is to contribute to the optimum use of natural resources to meet the Nation's needs for outdoor recreation through balanced development on both the public and private lands of rural America. A balanced development means:

1. A geographic pattern that matches development with the demand for outdoor recreation.

2. The proper mix of types of outdoor recreation so that individuals and groups can satisfy their recreation desires.

3. A development pattern that considers the cost to the user and provides outdoor recreation opportunities for individuals of various income levels.

Planning the programs to achieve a balanced recreation development must recognize that not all of the Nation's natural resources will be suitable for recreation development. All private landowners and operators will not be equally interested or able to develop profitable recreation enterprises. Nor will national needs require development of all the public and private natural resources having potential for outdoor recreation.

By proper development and coordination of outdoor recreation on private and public lands, needed services and facilities can be provided to more people, in greater variety and accessibility, with greater freedom of choice, at the least cost.

These are the main objectives in the Department's efforts toward meeting the Nation's outdoor recreation needs on private lands of rural America. Periodically the Department will establish specific goals for development of recreation enterprises and related soil, water and forest practices having substantial public benefits. These goals will be based on current and prospective national, regional and local needs for recreation opportunities. Due consideration will be given to the capabilities of the non-Federal public sector and the private sector to meet these needs without USDA assistance.

To attain and maintain these goals will require strenghtening of the Department's existing programs including outdoor recreation research, as well as new authorization to extend programs of education, technical and financial assistance.

PROGRAMMING EFFICIENT PROGRESS. The efforts of the Department agencies having programs to assist private recreation development in rural America will be carefully coordinated. Agency program attainment targets will be set to meet the specific goals of the Department.

Department programs will be strenghtened to provide the research, the technical and educational assistance and the financial requirements needed to meet the specific USDA goals. Reporting on attainment of program targets will provide the information needed to revise goals and to adjust various program targets to achieve these goals efficiently and effectively.

GUIDELINES. Circular No. 2 issued by the Recreation Advisory Council (now the President's Council on Recreation and Natural Beauty) sets forth General Policy Guidelines for Outdoor Recreation. In accordance with that document, as supplemented in this Memorandum, the Department will:

1. Use all authorizations available to it to encourage and assist rural landowners and operators and local organizations to develop hunting, fishing, and other recreational facilities as income-producing enterprises as a part of a conservation plan for the entire unit and to enlist the support and cooperation of the numerous public and private agencies and organizations that can assist landowners and operators in the development of income-producing recreation enterprises. Of particular importance in implementing the development of income-producing recreation enterprises are the authorities for loans granted the Farmers Home Administration in the Food and Agriculture Act of 1962, Title IV, Section 401. These authorities provide for loans to be made to farmers and ranchers who personally manage and operate not larger than family farms to enable them to establish income-producing recreation enterprises to supplement their farm income. Technical management assistance will be provided with such loans. Loans may also be made to groups of farmers and rural residents for recreation facilities related to the accomplishment of shifts in land use.

2. Continue agency functional assignments for research, education, technical assistance, cost-sharing, assisting landowners and operators and local organizations in developing recreation enterprises on rural lands, and credit services as set forth in Title 1 of the Department's Administrative Regulations. These assignments shall be followed with respect to providing services of the Department related to income-producing recreation on non-Federal rural lands. To provide a focal point for activities involved in assisting owners of private lands, individually and in groups, to establish income-producing recreation enterprises on their land units, the Soil Conservation Service will be responsible for leadership on activities pertaining to such recreation enterprises and for the liaison with other Federal, State, and local agencies and groups in a position to assist with recreational development. This is not intended to change any existing arrangements between agencies of the Department and their cooperators.

OPPORTUNITIES. The Department recognizes that the ever-growing demand for outdoor recreation, for enjoying nature, for boating, hiking, picnicking, fishing, and hunting, will give a number of rural people new jobs and new sources of income while providing rural and urban people with opportunities for relaxation, education, and enjoyment. Some land not needed for crops already in overabundance can be used for outdoor recreation. In terms of both national welfare and economic returns wildlife and fish are important crops of the land and its waters. More fish, game birds and game animals, and more songbirds and other small creatures can be produced on the Nation's farms and ranches. Many farms and ranches can be developed for multiple use. Water development on farm lands and in rural communities can provide outdoor recreation opportunities for millions of Americans near their homes. Of great importance is the fact that recreational development on private land helps to keep people on the land and can provide improved economic opportunity to the whole community.

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in developing operating procedures. The Federal Extension Service, with the cooperation of the State extension services, will assist in maintaining interest and understanding of the various types of assistance available from the Department in developing recreational resources.

The Chairman of the National Rural Areas Development Board is responsible for coordinating the agency administration of the Department policies established in this memorandum.

LOCAL INITIATIVE AND LEADERSHIP. The primary responsibility for resource conservation and land use rests with the people who own and operate the land. The U. S. Department of Agriculture provides its assistance to the people under arrangements which are designed to encourage leadership and initiative of local people. Educational programs will be designed to assist landowners in identifying potential recreational possibilities and in implementing development plans.

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TECHNICAL LEADERSHIP. Income-producing recreational land use on non-Federal rural land areas will be encouraged by Department agencies in two major ways:

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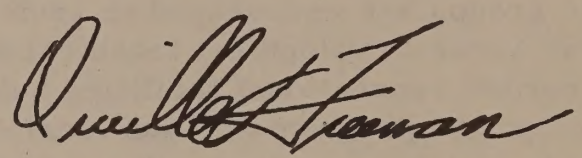
Requests for specific types of technical assistance from landowners and operators and from local project sponsors desiring to develop recreational enterprises will be handled by the Soil Conservation Service.

The Agricultural Stabilization and Conservation Service, with the aid of the ACP Program Development Group, shall be responsible for developing and carrying out, where authorized, programs of cost-sharing payments to individual landowners, consistent with long-range conservation plans acceptable to the Secretary developed with the assistance of the Soil Conservation Service. The responsibility of Soil Conservation Service for working with soil and water conservation districts and other local organizations and groups to develop long-range conservation plans shall include the consideration of provision of income-producing recreational facilities on privately owned lands and of project-type recreational operations.

Financial assistance involving credit arrangements, where authorized under Title IV, Section 401, will be the responsibility of the Farmers Home Administration.

Secretary's Memorandum No. 1516 of November 2, 1962, is hereby superseded.



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

NOV 2 1962

SECRETARY'S MEMORANDUM NO. 1517

Rural Renewal Program

1. POLICY. Rural Renewal Projects will be initiated by local people with the assistance of local and State Rural Areas Development (RAD) Committees and agencies of the States and agencies of the United States Department of Agriculture under their regular programs and the new authority contained in sections 31 and 32 (e) of Title III of the Bankhead-Jones Farm Tenant Act as amended by Title I, section 102, of the Food and Agriculture Act of 1962. These projects will be planned and carried out in rural areas where the need to improve the general level of economic activity is so acute that a complete program of rural renewal is the only practicable solution.

2. DEFINITION. A Rural Renewal Project is a locally initiated and sponsored project designed to eliminate chronic rural underemployment, foster sound rural economy, strengthen family farming and increase farm and rural income while stabilizing, improving, conserving and developing the natural resources of the project area to assure the permanence of the economic gains achieved.

3. PROJECT PURPOSES. Rural Renewal Projects will be developed to accomplish:

a. Economic improvements to provide more full- and part-time jobs including job retraining; strengthen family farms; attract industry to rural areas including processing, manufacturing and marketing facilities for agricultural and forestry products; encourage development of more adequate community facilities; provide improved rural housing including group housing for senior citizens in rural areas and develop recreational opportunities. These will be accomplished through technical assistance and loans made by departmental agencies and loans and grants made by non-departmental agencies to eligible State and local public agencies and to individuals.

b. Land conservation and land utilization improvements to correct maladjustments in land use and in rural land ownership, and to encourage the shifting to agricultural enterprises to supply the raw materials needed by industries located in rural areas. This will be accomplished through acceleration of the regular conservation programs of technical assistance, cost-sharing, credit and education, plus the use of all new land conservation and land utilization authorities granted the Department in the Food and Agriculture Act of 1962.

4. DEVELOPMENT OF PROJECTS. Rural Renewal Projects must be approved by the Secretary of Agriculture. Applications for such projects will only be considered from areas for which an overall economic development plan has been prepared by the State or local public agency and approved by the Secretary of Agriculture. Rural Renewal Projects will be operated by State and local public agencies designated by the State Legislature or the Governor. These may be existing agencies or new ones designated to carry out the project. They must have authority to initiate, plan, develop and operate the project, including authority to contract for loans, make repayments and give security where necessary. A staff of specialized personnel will be provided by the Department of Agriculture to furnish technical assistance in connection with the planning and development of Rural Renewal Projects. This staff will be organized and directed by the Farmers Home Administration.

As appropriate, the Department will assist State and local public agencies in developing Rural Renewal Projects by:

a. Conducting surveys and investigations relating to conditions and factors affecting the rural economy and the best methods of accomplishing its improvement.

b. Cooperating with State, territorial and other Federal and local public agencies in assisting eligible local sponsors in developing plans for needed economic, land conservation and land utilization improvements.

c. Working with and encouraging other agencies to assist the eligible local sponsors in carrying out their plans.

d. Making rural renewal loans to State and local public agencies designated by the State Legislature or the Governor to provide needed financial assistance for carrying out their plans for rural renewal.

e. Accelerating all of its regular programs and making full use of all new authorities in Rural Renewal Project areas.

f. Disseminating information concerning the foregoing purposes and objectives.

g. However, the Department will not furnish technical and financial assistance to build industrial parks or establish private industrial or commercial enterprises.

5. RELATIONSHIP TO RURAL AREAS DEVELOPMENT PROGRAM. Rural Renewal Projects are one of the means for achieving the objectives of the Rural Areas Development program as set forth in Secretary's Memorandum No. 1448 (Revised September 22, 1962). The concepts and policies of the Department's Rural Areas Development program will be carried out in each Rural Renewal

Project. Rural Renewal Projects will be initiated and carried out only in those designated rural areas where the entire development cannot be accomplished under the regular Rural Areas Development program. Rural Renewal Projects will be operated in a manner fully consistent with the following:

a. The purposes and successful operation of the Department's farm commodity price and supply stabilization programs.

b. Policies, standards and procedures in the formulation, evaluation and review of plans for the use and development of water and related resources directed by the President in May 1962.

c. The policy of the USDA to encourage, preserve and strengthen the family farm pattern of agriculture in the United States consistent with the declaration of Congress in the Agricultural Act of 1961.

d. The Department's broadened concepts of soil and water conservation use and development in accordance with Secretary's Memorandum No. 1488.

Rural Renewal Projects will be conducted under Title I, section 102, of the Food and Agriculture Act of 1962 and other existing authorities but will conform to other applicable provisions of that Act and to the applicable provisions of the laws governing the regular programs of the Department.

6. ASSIGNMENT OF RESPONSIBILITY.

a. The coordination, direction and supervision of the Rural Renewal program will be performed by the Farmers Home Administration. This assignment includes the staffing of each approved project to work with the designated agency and other local, State and Federal agencies and groups to assist them in the orderly planning and carrying out of the Rural Renewal program activities. In addition, Farmers Home Administration will be responsible for loans and credit counseling with project families and State and local agency borrowers.

b. At the request of the Farmers Home Administration, other agencies and staff offices of the Department will participate in Rural Renewal program activities in accordance with the functions assigned to them in Title 9 of the Administrative Regulations of the Department. Each of these agencies and staff offices will develop its operating procedures for assisting with the Rural Renewal program, and will coordinate them with overall Rural Renewal program regulations issued by the Farmers Home Administration.

Orville L. Freeman

Projects. Rural Renewal Projects will be initiated and carried out only in those designated rural areas where the entire development cannot be accomplished under the regular Rural Areas Development program. Rural Renewal Projects will be operated in a manner fully consistent with the following:

a. The purposes and successful operation of the Department's farm stability price and supply stabilization programs.

b. Policies, standards and procedures in the formulation, evaluation and review of plans for the use and development of water and related resources directed by the President in July 1962.

c. The policy of the USDA to encourage, preserve and strengthen the family farm pattern of agriculture in the United States consistent with the declaration of Congress in the Agricultural Act of 1961.

d. The Department's broadened concepts of soil and water conservation use and development in accordance with Secretary's Memorandum No. 1648.

Rural Renewal Projects will be conducted under Title I, section 102, of the Food and Agriculture Act of 1962 and other enabling authorities but will conform to other applicable provisions of that Act and to the applicable provisions of the laws governing the regular programs of the Department.

6. ASSIGNMENT OF RESPONSIBILITY.

a. The coordination, direction and supervision of the Rural Renewal program will be performed by the Farmers Home Administration. This assignment includes the scheduling of each approved project to work with the designated agency and other local, State and Federal agencies and groups to assist them in the orderly planning and carrying out of the Rural Renewal program activities. In addition, Farmers Home Administration will be responsible for loans and credit counseling with project families and State and local agency borrowers.

b. At the request of the Farmers Home Administration, other agencies and staff offices of the Department will participate in Rural Renewal program activities in accordance with the functions assigned to them in Title 9 of the Administrative Regulations of the Department. Each of these agencies and staff offices will develop its operating procedures for assisting with the Rural Renewal program, and will coordinate them with overall Rural Renewal Improvement regulations issued by the Farmers Home Administration.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

NOV 2 1962

SECRETARY'S MEMORANDUM NO. 1518

Development and Administration of Cropland Conversion Programs Under Section 101, Food and Agriculture Act, 1962

1. ASSIGNMENT OF RESPONSIBILITIES. The Agricultural Stabilization and Conservation Service is responsible for the development and administration of the programs authorized under Title I, Section 101 of the Food and Agriculture Act of 1962, at National, State, and county levels. In the development of these programs, the basic policies established for the development and administration of the Agricultural Conservation Program shall apply, namely:

   A. National programs regulations shall be developed in consultation with and recommended by the ACP Development Group which henceforth shall consist of the Agricultural Stabilization and Conservation Service, the Economic Research Service, Office of Rural Areas Development, the Forest Service, and the Soil Conservation Service. The Farmers Home Administration, the Extension Service, and other Department agencies having interests affecting these programs shall continue to be consulted in the program development process.

   B. State programs shall be developed by the State ACP Development Group which consists of the ASC State Committee including the State Director of Extension, the State Conservationist of the Soil Conservation Service, and the Forest Service official having jurisdiction of farm forestry in the State. The president of the Land-Grant College, the State Director of Farmers Home Administration, the State soil conservation committee, the State Agricultural Extension Service and other State and Federal agricultural agencies also shall be consulted.

   C. County programs shall be developed by the county ACP Development Group which consists of the ASC county committee, the designated representative of the Soil Conservation Service in the county, and the Federal Forest Service representatives having jurisdiction of farm forestry in the county. The governing body of the Soil Conservation District, the farm forestry representatives of the State, the county Agricultural Extension agent, the county supervisor of the Farmers Home Administration and others with conservation interests shall be consulted.

D. The Soil Conservation Service and Forest Service shall be responsible for the technical phases of those practices for which technical assistance is required for their effective application and use, including standards and specifications, on-site assistance and essential performance checking and certification.

E. The ASC State and county committees shall be responsible for the day-to-day administration of the program.

F. National programs shall be recommended to the Secretary for approval. State programs shall be approved by the Agricultural Stabilization and Conservation Service in consultation with the Soil Conservation Service and the Forest Service. County programs shall be approved by the State ACP Development Group.

2. BASIC POLICIES FOR LONG RANGE LAND USE ADJUSTMENT PROGRAMS

A. Objectives. The objectives of the long-term programs shall be:

(1) to permanently convert to other productive use land regularly used in the production of crops that is not suited for that purpose.
(2) to permanently convert to other productive use land regularly used in the production of crops that is suited to that use only occasionally.
(3) to convert to other uses land regularly used in the production of crops that is suitable for, but is not currently needed for crops.

B. Incentives to be offered. Farmers who enter into long-term agreements to shift land uses for a specified period are to be offered:

(1) transition or adjustment payments to lessen the immediate economic impact of the shift from crops to other uses for the land.
(2) cost-sharing including materials, services and other assistance for needed conservation measures.

C. Agreements with farmers and ranchers under the long-term programs.

Agreements with farmers and ranchers under the long-term programs shall be entered into by ASC county committees. These agreements shall be based on farm conservation plans which farmers have developed in cooperation with local soil conservation districts and with technical planning from the SCS.

D. The ASC county committees will determine which conservation measures called for in the plan shall receive conservation cost-sharing and the amount in accordance with the programs developed under 1, C above. Cost-sharing is not to be offered on conservation measures which are not included in the plan for the farm developed with technical planning assistance.

D. The Soil Conservation Service and Forest Service shall be responsible for the technical phases of those practices for which technical assistance is required for their effective application and use, including standards and specifications, on-site assistance and essential performance checking and certification.

E. The ASC State and county committees shall be responsible for the day-to-day administration of the program.

F. National programs shall be recommended to the Secretary for approval. State programs shall be approved by the Agricultural Stabilization and Conservation Service in consultation with the Soil Conservation Service and the Forest Service. County programs shall be approved by the State ACP Development Group.

3. BASIC FACILITIES FOR LONG-TERM AND ANNUAL PROGRAMS

A. Objectives. The objectives of the long-term program shall be:

(1) To permanently convert to other productive use land regularly used in the production of crops that is not suited for that purpose.

(2) To permanently convert to other productive use land regularly used in the production of crops that is suited to that use only occasionally.

(3) To convert to other use land regularly used in the production of crops that is suitable for, but is not currently needed for crops.

B. Incentives to be offered. Farmers who enter into long-term agreements to shift land uses for a specified period are to be offered:

(1) Exemption or adjustment payments to lessen the immediate economic impact of the shift from crops to other uses for the land.

(2) Cost-sharing including materials, services and other assistance for needed conservation measures.

C. Agreements with farmers and ranchers under the long-term programs.

Agreements with farmers and ranchers under the long-term programs shall be entered into by ASC county committees. These agreements shall be based on farm conservation plans which farmers have developed in cooperation with local soil conservation districts and with technical planning from the SCS.

D. The ASC county committees will determine which conservation measures called for in the plan shall receive conservation cost-sharing and which are not included in the plan for the farm developed with technical planning assistance.

E. Enforcement of compliance with contracts and adjustments therein shall be the responsibility of ASCS and shall be made with SCS (or Forest Service, where applicable) concurrence when the effectiveness of the conservation aspects would be affected by such adjustments.

F. The suggestions in the task force report of May 21, 1962, on "Expanding Grasslands" shall be considered in developing the program.

3. SELECTION OF AREA OF OPERATION

A. The program shall be developed and implemented at the earliest possible date in selected counties to test the administrative feasibility and effectiveness of the long-term programs for general application. The counties to be selected shall be such as to provide experience in:

(1) Application of long-term land use adjustment programs to expand grasslands on farms and ranches
(2) Application of long-term land use adjustment programs to expand and improve woodlands on the farms
(3) Application of a program to develop recreational use of private lands
    (a) As a complete conversion from their present agricultural use
    (b) In conjunction with the continuation of other agricultural uses

B. Counties to be selected for operation of Section 101 shall be determined by ASCS in consultation with the Rural Areas Development Board.

C. Long-term cost-sharing and payments approved by ASC committees shall also be utilized to further the objectives of Resource Conservation and Development projects and Rural Renewal projects initiated under Section 102 of the Food and Agriculture Act of 1962 and Watershed Protection and Flood Prevention projects under Public Law 566, as amended.

Orville L. Freeman

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

NOV 2 1962

SECRETARY'S MEMORANDUM NO. 1519

National Tobacco Industry Advisory Committee

1. Long-range Objectives. The tobacco program has been one of our most successful agricultural programs. Supplies have been held reasonably well in balance and prices to growers have been favorable. Growers have given almost unanimous support in the various referendums. In addition, all segments of the industry have supported the program. However, there are recent developments which will have major impact and therefore deserve industry-wide consideration if we are to maintain an effective tobacco program. Development of long-range objectives which will permit continuation of an effective tobacco program which will assure stable supplies and continued favorable prices to tobacco growers is a matter of considerable public interest.

2. Committee Established. I hereby establish a National Tobacco Industry Advisory Committee under the provisions of the Agricultural Act of 1961 and find that it is in the public interest in connection with the performance of duties conferred on this Department by law. The areas of consideration of the advisory committee will be broad in nature, including (a) the effect of cultural, curing and marketing practices in relation to quality of tobacco, (b) standards for evaluating quality, (c) foreign trade policies, (d) the developing and releasing of new varieties, and (e) domestic and export requirements.

3. Membership. The committee is composed of representative tobacco growers, auction warehousemen, domestic and export dealers, domestic manufacturers and technical personnel from Land-Grant Colleges. The committee will serve at my discretion and will meet at my request to advise the Department on legislative proposals and other matters pertaining to tobacco. Subcommittees may be established to study and make recommendations on specific problems assigned to them. Funds will be available for reimbursement for travel and other official expenses of the committee members.

Mr. Marcus B. Braswell, tobacco grower, of Whitakers, North Carolina, will be Chairman of the Committee, and Mr. Horace D. Godfrey, Administrator, Agricultural Stabilization and Conservation Service, will be the official Department of Agriculture representative. Mr. George R. Grange, Deputy Administrator for Marketing Services, Agricultural Marketing Service, will be the Deputy Department of Agriculture representative. Mr. Arthur G. Conover, Chief of the Tobacco and Specialty Crops Section, Economic Research Service, will be the Economic Advisor. Mr. James M. Davis, Tobacco Division, Agricultural Stabilization and Conservation Service, will be the Executive Secretary.

COMMITTEES
(Tobacco Industry Advisory, Natl)

Members of the committee are:

Charles F. Adams
John H. Atkinson, Jr.
John M. Berry
Jerome L. Blaska
Edward ~~Edwin~~ C. Bowen
Marcus B. Braswell
Smith D. Broadbent, Jr.
Albert G. Clay
Gus W. Dyer
Alonzo C. Edwards
John A. Ewing
Edward Y. Floyd
Thomas E. Guthrie
Claude T. Hall
Thomas B. Hall, Sr.
Spencer B. Hanes
Milton E. Harrington
Carl T. Hicks
Joseph Y. Honeycutt
Kenneth R. Keller
Stanley S. Keyser
Benedict A. Kupchunos
R. L. Traylor Larus
Xan R. Leedy
George W. Macon, Jr.
Clarence W. Maloney
Gerald R. Mathews
Henry R. Milhollin
John B. Morsell
David L. Newton
George N. Noble
John D. Palmer
Fred S. Royster
Fred M. Taylor
George L. Turner
James E. Warren
Gilbert T. Webster
Lloyd T. Weeks
David J. Williams
Emery T. Williams

Secretary

Members of the committee are:

Charles F. Adams
John G. Aikinson, Jr.
John M. Berry
Jerome L. Blouin
Edwin C. Bowen
Marcus S. Brassell
Ralph D. Broadbent, Jr.
Albert C. Clay
Gus B. Dyer
Alonzo C. Edwards
John A. Ewing
Edward Y. Floyd
Thomas R. Guthrie
Claude T. Hall
Thomas B. Hall, Sr.
Spencer B. Howe
Milton E. Herrington
Carl T. Hicks
Joseph Y. Honeycutt
Kenneth R. Keller

Stanley S. Kersee
Benedict A. Kuperman
Taylor Lacis
Van E. Leedy
George W. Lucas, Jr.
Clarence E. Maloney
Gerald E. Mathews
Henry P. Mellonilla
John D. Morsell
David L. Newton
George M. Noble
John M. Palmer
Fred S. Royster
Fred M. Taylor
George L. Turner
James E. Warren
Gilbert T. Webster
Lloyd T. Weeks
David J. Williams
Henry T. Williams

Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

December 17 1964

SECRETARY'S MEMORANDUM NO. 1519, SUPPLEMENT 1

Stabilization Programs Task Force
of the
National Tobacco Industry Advisory Committee

The National Tobacco Industry Advisory Committee has recommended to the Department that it establish a task force to study and recommend changes in the present tobacco program. The Committee's recommendation was made after studying the current problems facing the tobacco industry and the recent report by the National Agricultural Advisory Commission entitled "Farm Policy in the Years Ahead".

In response to the Committee's recommendation, there is hereby authorized a Stabilization Programs Task Force to assist the Committee in its activities. Recommendations by the task force will be submitted to the National Tobacco Industry Advisory Committee for consideration. The task force includes members of the National Tobacco Industry Advisory Committee, technical personnel from Land-Grant institutions, and Department of Agriculture employees. Funds will be available for reimbursement for travel and other official expenses incurred by the task force.

Mr. Claude G. Turner, Director, Tobacco Policy Staff, ASCS, will be Chairman of the task force and Mr. Joseph J. Todd, Deputy Director, Tobacco Policy Staff, ASCS, will be Vice Chairman. Mr. James M. Davis, ASCS, will serve as Executive Secretary.

Members of the task force are:

Representatives of the National Tobacco Industry Advisory Committee

Albert G. Clay	Frank B. Snodgrass
John D. Palmer	Clyde N. Wayne
Fred S. Royster	John C. Williamson
Edward Y. Floyd	Robert Earle Jones

USDA Representatives

James T. Burnett	Arthur C. Jarrell
Arthur G. Conover	Hugh C. Kiger
Andrew P. Hassell, Jr.	William T. Powers

Growth Through Agricultural Progress

COMMITTEES (Tobacco Industry Advisory Natl.)

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

December 17 1964

SECRETARY'S MEMORANDUM NO. 1519, SUPPLEMENT 1

Establishment Program Task Force
of the
National Tobacco Industry Advisory Committee

The National Tobacco Industry Advisory Committee has recommended to the Department that it establish a task force to study and recommend changes in the present tobacco program. The Committee's recommendation was made after studying the current problems facing the tobacco industry and the recent report by the National Agricultural Advisory Commission entitled "Farm Policy in the Years Ahead".

In response to the Committee's recommendation, there is hereby authorized a Establishment Program Task Force to assist the Committee in its activities. Recommendations by the task force will be submitted to the National Tobacco Industry Advisory Committee for consideration. The task force includes members of the National Tobacco Industry Advisory Committee, technical personnel from land-grant institutions, and Department of Agriculture employees. Funds will be available for reimbursement for travel and other official expenses incurred by the task force.

Mr. Claude G. Turner, Director, Tobacco Policy Staff, ASCS, will be Chairman of the task force and Mr. Joseph J. Todd, Deputy Director, Tobacco Policy Staff, ASCS, will be Vice Chairman. Mr. Irene M. Davis, ASCS, will serve as Executive Secretary.

Members of the task force are:

Representatives of the National Tobacco Industry Advisory Committee

Albert G. Clay	Frank B. Snodgrass
John D. Palmer	Clyde M. Wayne
Fred S. Royster	John C. Williamson
Edward Y. Flowe	Robert Earle Jones

USDA Representatives

James T. Barrett	Arthur G. Jarrell
Arthur C. Conover	Hugh G. Leger
Andrew P. Haseell, Jr.	William T. Powers

Representatives of Land-Grant Institutions

Milton D. Shuffett, University of Kentucky
William D. Toussaint, N. C. State College

Secretary

Representatives of Land-Grant Institutions

William D. Dunfee, University of Kentucky
William D. Toomey, N. C. State College

Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

May 11 1965

SECRETARY'S MEMORANDUM NO. 1519, SUPPLEMENT 2

Burley Task Force on Marketing Practices
of the
National Tobacco Industry Advisory Committee

The National Tobacco Industry Advisory Committee has recommended to the Department that it establish a task force to study burley marketing practices and recommend needed changes in regulations and procedures.

In response to the Committee's recommendation, there is hereby authorized a Burley Task Force on Marketing Practices. Recommendations by the task force will be submitted to the National Tobacco Industry Advisory Committee for its consideration. The task force includes members of the National Tobacco Industry Advisory Committee, burley tobacco warehousemen, officials of tobacco cooperative associations, Extension Service representatives from a Land-Grant institution, and Department of Agriculture employees. Funds will be available for reimbursement for travel and other official expenses incurred by the task force.

Mr. Horace D. Godfrey, Administrator, Agricultural Stabilization and Conservation Service, will be Chairman of the task force and Mr. George R. Grange, Deputy Administrator, Marketing Services, Consumer and Marketing Service, will be Vice-Chairman. Mr. James M. Davis, Farmer Programs Division, Agricultural Stabilization and Conservation Service, will serve as Executive Secretary.

Members of the task force are:

Representatives of the National Tobacco Industry Advisory Committee

Albert G. Clay
Frank B. Snodgrass
William L. Staton, Sr.

USDA Representatives

John H. Allen
James T. Burnett
Zed C. Layson
John I. Morton
Lorendz Smith
Claude G. Turner
Stephen E. Wrather

COMMITTEES (Tobacco Industry) Advisory National

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

SECRETARY'S MEMORANDUM NO. 1519, SUPPLEMENT 2

Burley Task Force on Marketing Practices
of the
National Tobacco Industry Advisory Committee

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In response to the Committee's recommendation, there is hereby authorized a Burley Task Force on Marketing Practices. Recommendations by the task force will be submitted to the National Tobacco Industry Advisory Committee for its consideration. The task force includes members of the National Tobacco Industry Advisory Committee, burley tobacco warehousemen, officials of tobacco cooperative associations, Extension Service representatives from a land-Grant institution, and Department of Agriculture employees. Funds will be available for reimbursement for travel and other official expenses incurred by the task force.

Mr. Horace D. Godfrey, Administrator, Agricultural Stabilization and Conservation Service, will be Chairman of the task force and Mr. George R. Grange, Deputy Administrator, Marketing Services, Consumer and Marketing Service, will be Vice-Chairman. Mr. James M. Davis, Farmer Programs Division, Agricultural Stabilization and Conservation Service, will serve as Executive Secretary.

Members of the task force are:

Representatives of the National Tobacco Industry
Advisory Committee

Albert C. Clay
Frank B. Snodgrass
William L. Staton, Sr.

USDA Representatives

John H. Allen
James T. Burnett
Zed C. Ingram
John I. Morton

Lorenda Smith
Claude C. Turner
Stephen E. Wratner

Tobacco Cooperative Associations

Paul D. Goddard
J. Clyde White

Tobacco Warehouse Representatives

Reynolds T. Bell
J. Carlisle Dean
Leroy J. Neumeister

Representatives of Land-Grant Institutions

Ray R. Ranta, University of Kentucky
Ira E. Massie, University of Kentucky

Tobacco Cooperative Associations

Paul D. Coddard
J. Clyde White

Tobacco Warehouse Representatives

Reynolds T. Bell
J. Carlisle Dean
Leroy J. Neumeister

Representatives of Land-Grant Institutions

Ray M. Hanks, University of Kentucky
Ira M. Massie, University of Kentucky

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

NOV 15 1962
(Date)

SECRETARY'S MEMORANDUM NO. 1520

Transfer of Functions Incident to Reorganization

1. Functions shifted between agencies. In carrying out our continuing effort for more effective organization of the Department, the decision has been made to make the following changes in organization: Assign all marketing agreement and order functions now performed in the Agricultural Stabilization and Conservation Service, including those relating to milk and tobacco, to the Agricultural Marketing Service.

2. Incidental transfers. The Administrative Assistant Secretary will approve such transfers of funds, records, property, space and personnel as are involved in the organizational assignments made in this Memorandum.

3. Public notice. In accordance with Reorganization Plan No. 2 of 1953, which became effective June 4, 1953, under terms of the Reorganization Act of 1949 as amended (5 U.S.C. 133z), the Department is giving advance public notice of delegation of functions proposed to be made and will afford interested persons and groups opportunity to place before the Department their views with respect to the organization adjustments to be made. In order to be considered, comments must be received by December 15, 1962.

Orville L. Freeman
(Secretary)

ORGANIZATION (A.S.C.S.

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

NOV 15 1952

(Date)

SECRETARY'S MEMORANDUM NO. 1950

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(Secretary)

ORGANIZATION

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21, 1962

SECRETARY'S MEMORANDUM NO. 1520, SUPPLEMENT 1

Transfer of Functions Incident to Reorganization

1. Reorganization made Effective. In accordance with Reorganization Plan No. 2 of 1953, which became effective June 4, 1953, under terms of the Reorganization Act of 1949, as amended (5 U.S.C. 133z), Memorandum No. 1520 announced on November 15, 1962, intention to transfer certain functions from the Agricultural Stabilization and Conservation Service to the Agricultural Marketing Service. This Memorandum provides for reassignment of the functions designated below, effective December 23, 1962.

2. Marketing Agreements and Orders. All functions now performed in the Agricultural Stabilization and Conservation Service in administering marketing agreements and orders, including those relating to milk and tobacco, are hereby transferred to the Agricultural Marketing Service.

3. Incidental Transfers. The Administrative Assistant Secretary will approve such transfers of funds, records, property, space and personnel as are involved in the organizational assignments in this Memorandum.

Orville L. Freeman
SECRETARY

ORGANIZATION 1 (a.s

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

January 6, 1989

SECRETARY'S MEMORANDUM 1521-1

Board of Contract Appeals

1 PURPOSE

This memorandum designates the current membership of the Board of Contract Appeals. The Board continues to function as the agency board pursuant to the Contract Disputes Act of 1978 (41 USC 601-613) and also as the agency board pursuant to the Secretary's regulations in 7 CFR Part 24.

2 MEMBERSHIP OF THE BOARD

The persons designated to serve on the Board as Administrative Judges are:

Edward Houry, Chairman
Marilynn M. Eaton, Vice Chair
Sean Doherty, Member
Elden M. Gish, Member
Robert M. M. Seto, Member

Patricia Myers

Secretary of Agriculture

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

December 5 1962

SECRETARY'S MEMORANDUM NO. 1521

Developing USDA Managers

Employees of the Department of Agriculture work in a wide variety of occupations. They are located throughout our fifty states and in over fifty countries throughout the world. How effectively they carry out their duties depends to a considerable extent on the performance of the managers and supervisors who direct their work.

In the environment of rapid change which characterizes the world today, an alert, knowledgeable, and skillful management team is one of the most valuable assets the Department can have. We must recognize management development as an integral part of day-to-day operations and as an essential part of our training programs.

The agency head is responsible for planning and conducting training programs necessary for management development at all levels in his agency.

The supervisor is responsible for setting and pursuing goals adequate for developing his own potential, and for learning and applying the best management knowledge, skills, and techniques.

The staff offices of the Department are responsible for assisting in this important task by providing surveys, guidelines, materials, and intra-agency and/or interagency training sessions as needed, and for reviewing and evaluating, with the agencies, the results of training given. As an example of such staff assistance, I commend to your attention the staff report "Developing USDA Managers" recently issued by the Office of Personnel.

With ideas such as these in mind I am directing that needed changes in the Administrative Regulations of the Department be made to assign responsibilities and to insure a more thorough and systematic management development program.

There has never been a time when the need for excellence in management has been greater. Our developmental programs must aim at promoting and securing the effective managerial action that will make the Department of Agriculture a model of public administration.

Joseph M. Robertson
Administrative Assistant Secretary

PERSONNEL 16

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

SECRETARY'S MEMORANDUM NO. [illegible]

Developing USDA Managers

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There has never been a time when the need for excellence in management has been greater. Our development programs must aim at promoting and assuring the effective managerial action that will make the Department of Agriculture a model of public administration.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

December 10 1962

SECRETARY'S MEMORANDUM NO. 1522

Improving Manpower Controls and Utilization

As indicated in my memorandum to heads of agencies dated October 26, 1962, the President has directed that steps be taken to limit the number of Federal employees to the absolute minimum necessary to carry on the public business. Budget Bureau Circular A-44, Revised, copies of which will be sent you, provides the policies and procedures for improving manpower controls and utilization.

The Department is required to make a report to the Bureau by January 7, 1963, describing in detail the steps it is taking to carry out the objectives of the program, including a statement of the specific measures adopted pursuant to Section 1007c of the Postal Service and Federal Employees Salary Act of 1962, which reads in part as follows:

> ". . . heads of the executive branch activities . . . are directed to review with meticulous care each vacancy resulting from voluntary resignation, retirement, or death and to determine whether the duties of the position can be reassigned to other employees or whether the position can be abolished without seriously affecting the execution of essential functions."

The heads of Department agencies are requested to give their personal attention to this effort to increase the efficiency and effectiveness of program activities and the productivity of employees. The minimum actions which should be taken immediately include:

1. Organize aggressive reviews of specific areas of work to develop new ways for reducing manpower requirements.

2. Establish a mechanism for making positive determinations with respect to every vacant position, whether it must be filled or effective alternate ways can be adopted to do the essential work with a reduction in employment.

3. Undertake manpower utilization surveys to assure that employees are assigned to work that will use their particular skills and capabilities to best advantage.

4. Develop a systematic program for periodic reviews and test checks to verify and strengthen agency programs for manpower analysis and control.

The Directors of the Offices of Budget and Finance, Management Appraisal and Systems Development, and Personnel have been requested to work with other

staff offices and agencies to provide leadership and direction to this effort. They will cooperate in the development of the report to the Bureau of the Budget, indicating the specific plans for accomplishing the President's objectives in this Department. Detailed instructions will be issued by the Office of Budget and Finance.

This program to eliminate nonessential activities and positions and to increase productivity is of such importance that I am requesting that each agency head give it priority attention. This calls for a new and imaginative outlook to develop, present, and carry out effective plans. We must be in a better position to present and justify needed personnel and funds by demonstrating factual accomplishments in improved management and effective manpower controls and utilization.

Harry S Truman

staff offices and agencies to provide leadership and direction to this effort. They will cooperate in the development of the report to the Bureau of the Budget, indicating the specific plans for accomplishing the President's objectives in this Department. Detailed instructions will be issued by the Office of Budget and Finance.

This program to eliminate nonessential activities and positions and to increase productivity is of such importance that I am requesting that each agency head give it priority attention. This calls for a new and imaginative outlook to develop, present, and carry out effective plans. We must be in a better position to present and justify needed personnel and funds by demonstrating factual accomplishments in improved management and effective manpower controls and utilization.

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

12-18-62

SECRETARY'S MEMORANDUM NO. 1523

Assignment of Functions

Effective immediately, and notwithstanding the provisions of 1 A.R. 10, the Federal Extension Service is under the general direction and supervision of the Assistant Secretary of Agriculture for Marketing and Stabilization.

Growth Through Agricultural Progress

ORGANIZATION 1 (FES)

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

SECRETARY'S MEMORANDUM NO. 1523

Assignment of Functions

Effective immediately, and notwithstanding the provisions of 1 A.M. 10, the Federal Extension Service is under the general direction and supervision of the Assistant Secretary of Agriculture for Marketing and Stabilization.

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington 25, D. C.

DEC 21 1962

SECRETARY'S MEMORANDUM NO. 1524

Strengthening of Internal Audit and Investigative Activities

1. Purpose. To be most effective in meeting our responsibilities in the USDA, all internal audit and investigative activities must be responsibe to the needs, and serve the interests of the entire Department, the Secretary as well as the agency heads, with an independent and objective review and appraisal service. In order to provide this service, I am directing the transfer of all internal audit and investigative activities to the Office of the Inspector General. This transfer is designed to provide essential flexibility, maximize effectiveness of the audit and investigative functions, and serve all levels of management in the Department. It does not affect the responsibility of agency heads for adequate supervision and line inspection necessary for effective administration.

2. Transferred Functions. Pursuant to the provisions of Reorganization Plan No. 2 of 1953, under terms of the Reorganization Act of 1949, as amended (5 USC 133Z), the functions heretofore discharged through the following organizational units are transferred to the Office of the Inspector General effective December 21, 1962:

AGENCY	ORGANIZATIONAL UNIT
Agricultural Marketing Service	Internal Audit Division
Agricultural Research Service	Internal Audit Staff
Agricultural Stabilization and Conservation Service	Internal Audit and Investigation Division
Foreign Agricultural Service	Office of Internal Audit
Federal Crop Insurance Corporation	Internal Audit Staff
Federal Extension Service	Internal Audit Staff
Farmers Home Administration	Internal Audit Division

ORGANIZATION 1 (OIG.)

Forest Service	Internal Audit Staff
Rural Electrification Administration	Office of Internal Audit
Soil Conservation Service	Internal Audit Staff

Functions of such additional organizational units as may be carrying out audit and investigative type functions will be transferred to the Office of the Inspector General upon determination that their activities fall within the scope and intent of this directive.

3. Implementation of Transfer of Functions. Personnel, property, records, and funds used by and set aside for the above organizational units in carrying out the work involved in the foregoing reassignment of functions are hereby transferred to the Office of the Inspector General. The specific organizational activities, personnel, property, records, and funds including related administrative support costs transferred under this memorandum shall be determined in consultation with the Agency Heads and the Inspector General by the Administrative Assistant Secretary.

All existing delegations and authorizations affecting any of the transferred functions shall be deemed to be in full force and effect, to the extent not inconsistent with this memorandum, until such authorizations and delegations are changed by proper authority.

All employees now performing the functions affected by this memorandum shall continue to perform such functions until directed otherwise pursuant to the authority of this memorandum.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

December 28 1962

SECRETARY'S MEMORANDUM NO. 1525

Joint Task Force on USDA-State Departments of Agriculture Cooperative Arrangements

1. Areas of Mutual Interest and Responsibility. Activities of the State Departments of Agriculture frequently involve cooperative arrangements with the U. S. Department of Agriculture in marketing, regulatory, plant and animal disease, and pest control and eradication programs. It is in the public interest that whenever feasible Federal and State laws be administered so as to avoid duplication of functions, facilities, and personnel, and to attain close coordination and maximum effectiveness and economy. Recognizing these factors, the National Association of State Departments of Agriculture has proposed joint studies to improve and expand federal-state cooperative arrangements.

2. Responsibilities. The joint enterprise proposed rests on the principle that within the distinct Federal and State spheres of responsibility there is considerable opportunity for effective cooperation in solution of mutual problems. In both areas adequacy of facilities, personnel, laws, and procedures is essential for protection of the public through the programs administered.

3. Task Force Established. Consistent with the provisions of P.L. 87-718, an act to provide further for cooperation with States in administration and enforcement of certain Federal laws, and other authorizations, I believe it is in the public interest to provide for close association with the State Departments of Agriculture. I am therefore establishing the "USDA-State Departments of Agriculture Joint Task Force on Cooperative Arrangements," with a membership of ten persons, five designated by the National Association of State Departments of Agriculture and five representing the U. S. Department of Agriculture, together with an Executive Director designated by me to perform necessary staff services and lead in organizing the research and study required. The Executive Director will participate in task force deliberations as a nonvoting chairman. Expenses to be incurred will be shared by the Department, the National Association of State Departments of Agriculture, and the State Departments of Agriculture represented on the Task Force.

COOPERATION 3

4. Scope and Duration. The objective of the Task Force shall be to explore ways to improve and expand areas of federal-state cooperation and report its recommendations to the Secretary of Agriculture and to the National Association of State Departments of Agriculture through its Executive Committee. It is anticipated that the study undertaken will be completed no later than December 31, 1963, at which time the Task Force will be dissolved.

5. Membership. The following persons are designated to serve on the Task Force and may be replaced by their respective organizations in the event of resignation or circumstances which would prevent their active participation:

U. S. Department of Agriculture	National Association of State Departments of Agriculture
Charles W. Bucy Office of General Counsel	L. Y. Ballentine North Carolina
M. R. Clarkson Agricultural Research Service	Joe D. Dwyer Washington
S. R. Smith Agricultural Marketing Service	Donald N. McDowell Wisconsin
Harry C. Trelogan Statistical Reporting Service	G. S. McIntyre Michigan
John L. Wells Office of Budget and Finance	Elmer E. Towne Vermont

Mr. S. R. Newell is designated as Executive Director

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

DEC 3 1 1963

SECRETARY'S MEMORANDUM NO. 1525, SUPPLEMENT 1

Joint Task Force on USDA-State Departments of Agriculture Cooperative Arrangements

Members of the above Task Force established December 28, 1962, by Secretary's Memorandum No. 1525, have met several times to discuss ways to improve and expand areas of Federal-State cooperation. Another meeting scheduled for November 25, 1963, was canceled on receipt of the shocking news of President Kennedy's death. The members of the Task Force were unable to find another date prior to December 31, when all or most of the members could be present; thus leaving unresolved some important questions. Therefore, this Task Force will continue to serve through June 30, 1964.

Joe Robertson

Joseph M. Robertson
Administrative Assistant Secretary

COMMITTEES (Coop. Arrangements, USDA-State Depts of Agric.)

Wm. Rasmussen

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

October 5, 1962

CHECKLIST OF SECRETARY'S NUMBERED MEMORANDUMS

Following is a list of Secretary's numbered Memorandums which were in effect as of October 5, 1962. The listing of a memorandum implies only that it is current with respect to some, not necessarily all, of its provisions. It does not reestablish provisions which for any reason may have become obsolete. All other Secretary's numbered Memorandums may be considered obsolete. Copies of the checklist may be obtained from Secretary's Records Section, Office of Plant and Operations. Communications in regard to the contents of the checklist may be also directed to that Section.

Number	Date	Subject
1512	9-20-62	Departmental Weed Committee
1511	8-14-62	The Security Program in the Department of Agriculture
1510	8-6-62	Assignment of Functions
1509	7-31-62	Departmental Computer Centers
1506	7-5-62	Designation of Acting Director, Office of Information
1505	7-6-62	Family Farm Policy Study
1504	7-2-62	Coordination of Services to Family Farms
1503 S-1	8-27-62	Office of the Inspector General
1503	6-25-62	Establishment of Office of Internal Audit and Inspection
1502	5-28-62	Assignment and Coordination of Natural Disaster Responsibilities in USDA
1501	5-28-62	Verbal Instructions
1500	5-23-62	Clearance of Secretary's Memoranda, Official Reports and Similar Documents of Major Program Significance
1498 S-1	6-12-62	Committee on Agricultural Science
1498	4-16-62	Committee on Agricultural Science
1495	2-20-62	Assignment of Functions
1494	2-13-62	International School Lunch Program Expansion Study Committee

Number	Date	Subject
1493	2-8-62	Advisory Committee on Hog Cholera Eradication
1492 S-2	3-22-62	State Administrative Committees
1492 S-1	3-22-62	Assignment of Responsibilities
1492	2-2-62	Consolidated Offices and Common Services
1491	2-2-62	Advisory Committee on Egg Marketing
1490	2-1-62	Establishment of U. S. D. A. National
1490 R	2-7-63	Defense Board
1489	2-1-62	Assignment of Defense Responsibilities in USDA
1488	2-1-62	Cooperation With Soil and Water Conservation Districts
1487	1-26-62	Stabilization Advisory Committee on Peanuts
1485 R	7-27-62	Policy with Respect to Credit Institutions in Rural Areas Development Program
1483	12-29-61	Stabilization Advisory Committee on Potatoes
1482 S-1	3-20-62	Manpower Utilization
1482	1-2-62	Manpower Utilization
1481	11-17-61	Advisory Committee on Cotton
1480	12-18-61	Stabilization Advisory Committee on Milk and Dairy Products
1479	12-15-61	Self-Survey of Department Operations
1478 S-1	1-22-62	Committee on Food Processing in Developing Countries
1478	12-11-61	Committee on Food Processing in Developing Countries
1477	12-8-61	Functions of Staff Offices
1476	12-7-61	Checking Economic Data and Analyses for Public Release
1473	11-15-61	Advisory Committee on Rural Areas Development
1472 S-1	4-24-62	Designation of Chairmen of USDA State and County Defense Boards
1472	11-2-61	Designation of Chairman of USDA State and County Defense Boards
1470	10-20-61	Committee on Deferment of Department Employees
1468	10-6-61	Advisory Committee on Turkeys and Turkey Hatching Eggs

Number	Date	Subject
1466	9-7-61	Advisory Committee on Feed Grains and Wheat
1465	8-28-61	Training in Administrative Management Work Group
1464	8-24-61	U.S.D.A. Land and Water Policy Committee
1456	6-2-61	Budget Committee
1455	5-12-61	USDA Liaison Committee on the Great Plains
1454 R	3-23-62	Members of General Administration Board of the Graduate School
1453 R	8-10-62	Appointment of Board of Directors of Commodity Credit Corporation
1451 S-1	7-27-61	International Agricultural Economics Policy Committee
1451	4-3-61	International Agricultural Economics Policy Committee
1450 R	10-3-62	Order in Which Assistant Secretaries Shall Serve as Acting Secretary
1449	3-24-61	Appointment of Area Chairmen to Area Agriculture Equipment Committees
1448 S-1 R	2-13-62	Rural Areas Development Program Delegation of Responsibilities Under Public Law 87-27
1448 R	9-21-62	Rural Areas Development Program
1445	8-16-60	Policies Governing Use of U.S.D.A. Centennial Symbol
1444	8-5-60	Delegation of Authority
1442 S-1	8-5-60	Humane Methods of Livestock Slaughter
1442	6-27-60	Humane Methods of Livestock Slaughter
1440 R	7-11-61	Committee on Agricultural History
1438 R	3-19-62	Cafeteria Operations Committee
1432	7-1-59	Policy Regarding Industry Consultation and Use of Industry Advisory Committees in Defense Planning
1424	6-13-58	Reports on Agency Management Improvement Activities
1413 S-2	8-23-62	Committee on American-German Cooperation in Agricultural Research
1413 S-1	12-17-58	Committee on American-German Cooperation in Agricultural Research
1413	3-15-57	Committee on American-German Cooperation in Agricultural Research

Number	Date	Subject
1412 R S-1	5-31-62	Joint Committee of the Department of Agriculture and Land-Grant Universities on Training for Government Service
1412 R	1-31-62	Joint Committee of the Department of Agriculture and Land-Grant Universities on Training for Government Service
1411 R	4-12-61	U.S. Department of Agriculture Centennial in 1962
1408	12-10-56	Great Plains Program Inter-agency Group
1407 R	12-29-61	Appointment of Advisory Board of Commodity Credit Corporation
1406 S-1	10-5-56	Mailing Information Abroad
1406	9-21-56	Mailing Information Abroad
1405 R	8-23-62	Board of Directors, Federal Crop Insurance Corporation
1402	6-27-56	Production of Price-Supported Crops in Surplus Supply on Government-owned Lands
1399 R	6-10-59	Assignment of Agency Responsibilities for the Soil Bank Program
1396	4-10-56	National Inventory of Soil and Water Conservation Needs
1390	10-18-55	Soil and Water Conservation Advisory Committee
1379 S-1 R	8-13-62	Department of Agriculture Employee Awards Committee
1379	5-24-55	Establishment of Department's Employee Awards Committee
1373 R	5-31-62	Committee on Plant Nomenclature
1368	11-24-54	Activities of Department Employees with Relation to General and Specialized Organizations of Farmers
1367 R	10-6-60	Designation of Officials to Certify Reports on Appropriations and Funds Required under Section 1311 of Public Law 663, Approved August 26, 1954
1365 R	9-11-61	Responsibilities for Relationships Between the Department of Agriculture and the Food and Agriculture Organization

Number	Date	Subject
1363	8-20-54	Assignment of Responsibility for Contract Specification Work on Meat and Meat Food Products
1361 R	10-20-61	Organization Under the Surplus Disposal Law
1361 S-1 R-1	4-18-56	Operations Under the Agricultural Trade Development and Assistance Act of 1954
1358 R	4-5-60	Proposals for State Legislation
1354	4-20-54	Defense Manpower Policy 4, Revised - Placement of Procurement and Facilities in Areas of Current or Imminent Labor Surplus
1353	4-13-54	Cooperation in Foreign Economic and Technical Assistance Programs
1347 R	1-30-62	Responsibility for Coordination of Aerial Photographic Work of the Department
1331 S-5	12-20-55	Designation of "Repoint" (Relocation Site) Records Security Officer
1323 S-11	5-15-59	Congressional Correspondence
1299 R	8-8-62	Department Nutrition Committee
1287 R	7-11-58	Committee on Rural Sanitary Engineering

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